



**Xavier Charter School Policy Manual**

# Table of Contents

**4000 SERIES—COMMUNITY RELATIONS**

Goals .....4000

Public Participation

    Public Relations .....4100

    Public Participation in a Board Meeting .....4105

    Public Complaints .....4110

    Uniform Grievance Procedure .....4120

    Uniform Grievance Procedure Form .....4120F

    Parent and Community Participation .....4126

    Public Access to Xavier Charter School Website .....4130

    Community Record Request Form .....4130F

    Visitors to the Schools .....4140

    Accommodating Individuals with Disabilities .....4150

    Parents Right-to-Know Notices .....4160

    Directory Information .....4170

Public Access

    School-Support Organizations .....4200

    Temporary Community Use of Xavier Charter School Facilities .....4210

    Fee Schedule for Temporary Community Use of School Facilities .....4210F

    Temporary Community Use of School Facilities .....4210P

    Facilities Temporary Use Agreement .....4220

    Use of Xavier Charter School Property for Posting Notices .....4230

    Distribution of Fund Drive Literature Through Students .....4240

    Educational Research .....4250

    Records Available to the Public .....4260

    Xavier Charter School Record Request Form .....4260F

Public Conduct

    Conduct on Xavier Charter School Property .....4300

    Contact with Students .....4310

    Disruption of Xavier Charter School Operations .....4320

    Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events .....4330

Relations with Governmental Agencies

    Relations with the Law Enforcement and Child Protective Agencies .....4400

Investigations and Arrests by Police.....	4410
Sex Offenders.....	4420
Sex Offender Letter to Employees .....	4420F1
Request for Sex Offender to Visit School Property .....	4420F2

Gifts

Public Gifts/Donations to Xavier Charter School.....	4500
Pubic Gifts/Donations to Xavier Charter School (Regulations).....	4500R
Public Gifts to Xavier Charter School: Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations).....	4510R
Soliciting and Accepting Grants or Donations .....	4520

Volunteers

Volunteer Assistance .....	4600
----------------------------	------

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4000 Goals**

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

1. to encourage and enhance communications, understanding, trust and mutual support between Xavier 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 to promote understanding and cooperation between the schools and community groups.

#### Policy History:

Adopted on: July 19, 2012

Revised on: 2011, October 8, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4100 Public Relations**

Xavier Charter School shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board of Directors 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 Head of Schools 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 among 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: July 19, 2012

Revised on: 2011, October 8, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4105 Public Participation in a Board Meeting**

The Board of Directors encourages all citizens of Xavier 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 Xavier 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 § 74-216.**

**“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 Xavier 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. Lead Teacher
3. Head of School
4. Board of Trustees

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

At each Regular and Special meeting of the Board of Directors the agenda will provide time for public comment before the Board.

Total time allotted for public comment and the time for each speaker may be limited at the discretion of the board. 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.

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. § 74-206

Policy History

Adopted on: July 19, 2012

Revised on: October 8, 2014; January 13, 2016

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4110 Public Complaints**

The Board of Directors is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure Form 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: July 19, 2012

Revised on: October 8, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4120 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 provide 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.

Xavier 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: Lead Teacher*

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 Lead Teacher 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 Lead Teacher shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Lead Teacher's decision, the grievance may be advanced to Level 3 by requesting in writing that the Head of Schools review the Lead Teacher's decision. This request must be submitted to the Head of Schools within fifteen (15) days of the Lead Teacher's decision.

### *Level 3: Head of Schools*

If the complaint is not resolved at Level 2, the grievant may file a written grievance to the Head of Schools stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 3 written grievance must be filed with the Head of Schools 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 Head of Schools shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Head of School's decision, the grievance may be advanced to the Board by requesting in writing that the Board review the Head of Schools decision. This request must be submitted to the Board within fifteen (15) days of the Head of School's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Head of Schools shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. Xavier 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 Head of Schools within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Head of Schools agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Head of Schools rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 3, 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 4: The Board*

Upon receipt of a written appeal of the decision of the Head of Schools, 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.

#### Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014

**Xavier Charter School**

**COMMUNITY RELATIONS**

**Policy: 4120F Uniform Grievance Procedure Form**

**Concern You Would Like Addressed**

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

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 investigation: .....

.....  
.....  
.....  
.....  
.....

Decision: .....

.....  
.....  
.....  
.....  
.....

Results of communicating the decision: .....

.....  
.....  
.....  
.....

\_\_\_\_\_  
Signature

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4126 Parent and Community Participation**

The Board of Directors of Xavier Charter School believe parents, guardians and others in the community can provide a unique perspective that is vital to the harmonious operation of its school. The parents and others in the community are encouraged and invited to become involved in the district and its programs. Their participation in specific program goal setting, budget building and evaluation of those programs serve a vital function in assisting the schools in fulfilling its mission.

The board of directors directs the administration to involve parents in every practical and legal way in the creation, implementation and evaluation of all state and federal programs. Parents and the community are invited to become involved in a “Continuous Improvement Plan” process to advise and assist the Head of Schools and staff as they work to improve all aspects of instruction for all students. This input shall be advisory and the board directs the Head of Schools to assure all parent committee suggestions are considered in improving the instruction for all children. The board recognizes that individual information about staff and students cannot be shared with these committees. However, aggregated and disaggregated information shall be shared to the degree the legal and professional confidences can be maintained.

Further, Xavier Charter School Board of Directors recognizes a child's education is a responsibility shared by the district/school and family during the entire period the child spends in school. To support the district goal to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. Xavier will work in collaboration with parents, to establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the district supports the development, implementation and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles.

The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs.

- Communication between home and school is regular, two-way and meaningful;
- Responsible parenting is promoted and supported;
- Parents play an integral role in assisting student learning;
- Parents are welcome in the school, and their support and assistance are sought;
- Parents are full partners in the decisions that affect children and families; and

- Community resources are made available to strengthen school programs, practices, and students learning.

Xavier Charter School supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The district also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Research has constantly indicated districts and schools who engage parents in the school program development show significantly improved student achievement.

### Procedures for Federal Programs

It is the responsibility of the Federal Program Director with the support of the school staff to implement parent involvement activities required by the Federal Programs (Title I, Title I-C (Migrant), Title III (LEP)). These include but are not limited to:

- Conducting parent meetings in which the goals of the federal programs and the rights of the parents are discussed;
- Disseminating information about the federal programs concerning the responsibilities and rights of parents with children eligible for services by those programs;
- Providing a number of meetings during the year to create opportunities for all parents to participate;
- Ensuring that language, economic status or employment is not a barrier to active participation;
- Providing opportunities for parents to evaluate their child's program and participate in meaningful decisions concerning the education of their children; and
- Providing an explanation of curriculum, academic assessment, and proficiency levels that students are expected to meet.

The Head of Schools and Federal Programs Director will inform the board concerning the status of parent involvement both in each school and the federal programs.

**Legal Reference:** No Child Left Behind Federal Program

### Policy History:

Adopted on: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4130 Public Access to Xavier Charter School Website**

In order to comply with various state laws and to ensure that the public is provided with web accessible information, Xavier Charter School shall develop and maintain a publically available internet based website for the posting of Xavier Charter School information.

Xavier Charter School shall make available to the public on its website the annual budget approved by the Board of Directors which will be posted within thirty (30) days after its approval.

Xavier Charter School shall also make available to the public on its website the Board's Continuous Improvement Plan. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

Xavier Charter School shall make available to the public on its website the posting of Xavier Charter School expenditures that is easily accessible from the main Xavier Charter School webpage. The expenditure data shall be provided as open structure data that can be downloaded by the public in one of the following formats:

1. Non-searchable PDF;
2. Searchable PDF;
3. Spreadsheet; or
4. Database.

Xavier Charter School shall ensure that the expenditure website includes the following data concerning all expenditures made by Xavier Charter School:

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.

Xavier Charter School shall update the expenditure data contained on the website at least every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years after the fiscal year in which they were made consistent with Xavier Charter School's records retention policy.

**Cross Reference:** 1530      Records Available to Public  
                          4135      Records Available to Public  
                          8605      Retention of Xavier Charter School Records

**Legal Reference:** Title 9, Chapter 3 Public Records  
                          I.C. § 33-320      Continuous Improvement Planning and Training  
                          I.C. § 33-357      Creation of Internet Based Expenditure Website  
                          I.C. § 9-339      Response to Request for Examination of Public Records

Policy History:

Adopted on: July 21, 2014

Revised on: July 19, 2015

**Xavier Charter School**

**COMMUNITY RELATIONS**

**Policy: 4130F Community 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 the Xavier 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:** Title 9, Chapter 3 Public Records  
I.C. 9-339 Response to Request for Examination of Public Records

Policy History:

Adopted on: July 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4140 Visitors to the Schools**

While Xavier Charter School encourages visits by Board members, parents and citizens to Xavier Charter School building(s), all visitors are required to report to the administration or Head of Schools' office upon entering any school building.

Xavier Charter School shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the administrative 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 individual classrooms during instructional time shall be permitted only with the Lead Teacher's and teacher'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 outside school hours or during the teacher's conference/prep time.

<b>Cross Reference:</b>	4320	Disruption of School Operations
	4420	Sex Offenders

#### Policy History:

Adopted on: July 19, 2012

Revised on: October, 8, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 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.

Xavier Charter School may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Head of Schools is designated by the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee Xavier Charter School's compliance efforts, recommend necessary modifications to the Board, and maintain Xavier Charter School's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date (*for schools having fifty (50) or more full- or part-time employees*).
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Head of Schools if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Head of Schools, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

**Cross Reference:** 3210 Uniform Grievance Procedure

**Legal Reference:** Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

#### Policy History:

Adopted on: July 19, 2012

Revised on: October 12, 2014

## Xavier Charter School

### COMMUNITY RELATIONS

#### Policy: 4160 Parents Right-to-Know Notices

*NOTE: This list of parental notice requirements is limited to those required by ESSA 20 USC § 6312(e), other notices to parents are found in other policies. The only notices applying to charter schools that do **not** receive Title I funds are those regarding student privacy. The notices described in this administrative procedure are paraphrased; please see the specific ESSA section cited for the exact requirements.*

#### Academic Notices

1. **Teacher Qualifications:** At the beginning of each school year, Xavier Charter School shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and Xavier Charter School will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
  - a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - b. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived;
  - c. Whether the teacher is teaching in the field or discipline consistent with the teacher's certification; and
  - d. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. **Student Performance:** Xavier Charter Schools must provide parents information on the level of achievement of the parent's child.
  - a. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required by law; and
  - b. Timely notice that the student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

#### Testing Transparency Notices

1. **Testing Notification:** At the beginning of each school year, Xavier Charter School shall notify the parents of each student that the parents may request, and Xavier Charter School will provide the parents in a timely manner, information regarding any State or Xavier Charter School policy regarding student participation in any required assessments which

information shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

2. **Testing Information:** Xavier Charter School shall make widely available through public means (including by posting in a clear and easily accessible manner on Xavier Charter School's website and, where practicable, on the website of each school served by Xavier Charter School) for each grade served by Xavier Charter School, information on each test or assessment required by ESSA 20 USC § 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including:
  - a. The subject matter to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; and, if available, the amount of time the students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating test results.

#### English Learner Program Notices

1. **Initial Program Notice:** Xavier Charter School shall, not later than thirty (30) days after the beginning of the school year, inform a parent of an English learner identified for participation or participating in such a program of:
  - a. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
  - b. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
  - c. The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
  - d. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
  - e. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
  - f. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
  - g. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
  - h. Information pertaining to parental rights that includes written guidance--
    - (i) Detailing the right of parents to have their child immediately removed from such program upon their request;

- (ii) Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
- (iii) Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.

2. **Program Notice During School Year:** For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, Xavier Charter School shall notify the children's parents during the first two (2) weeks of the child being placed in a language instruction educational program consistent with subparagraph (1), above.
3. **Parental Participation:** Xavier Charter School shall provide the parents of English Learners information regarding how the parents can: be involved in the education of their children; be active participants in assisting their children to attain English proficiency; achieve at high levels within a well-rounded education; and meet the challenging State academic standards expected of all students; and shall implement an effective means of outreach to parents of the above include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of English Learners.
4. **Program Exclusion and Admission:** A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

<b>Cross Reference:</b>	2385	Limited English Proficiency Programs
<b>Legal Reference:</b>	20 U.S.C. § 6311	State Plans
	20 U.S.C. § 6312(e)	Parents Right to Know
	20 U.S.C. 1414(d)	Individuals with Disabilities Education Act

Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014; March 8, 2017

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4170 Directory Information**

Directory information is information in a student record which is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures. The following categories of information about students are designated as directory information in this district:

- Students' names;
- Student's photographs
- Student electronic address;
- Date and place of birth;
- Participation in officially recognized activities;
- Dates of attendance;
- Degrees, honors, awards or certificates received;
- Most recent previous schools or programs attended.

Directory information may be released without prior consent after the district gives annual notice to parents of students or guardians<sup>1</sup> or students 18 years of age or older or emancipated students. The notice shall identify the types of information considered to be directory information and the district's option to release such information and the requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or guardians or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions from any or all directory categories names as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Head of Schools by the parent or guardian, student over 18 or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

---

<sup>1</sup> As used in this policy, the term parent includes legal guardian or person in a parental relationship. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency depends on evaluation of those factors and a power of

attorney. For special education students, parent also includes a surrogate parent, and adult student to whom rights have transferred.

At no point will a student's Social Security Number or student identification number be considered directory information

**Legal Reference:** Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 – 1427 (2006)  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (2006);  
Family Education Rights and Privacy, 34 C.F.R. Part 99 (2008)  
No Child Left Behind Act of 2001, 20 U.S.C. 7908(2006)

Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4200 School-Support Organizations**

The Board recognizes that parent, teacher and student organizations are an invaluable resource to Xavier Charter School and supports their formation and vitality. The Board of Directors of Xavier declares that the PFA will not be considered a booster organization. While parent, teacher and student organizations have no administrative authority and cannot determine Xavier 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 Xavier 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 Head of Schools' office a record of officers, bylaws, mailing addresses and other pertinent information as may be required by the Head of Schools. 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 Xavier 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 Schools 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 Schools or designee is to be advised before any final revisions are made.

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

1. Booster organizations may not use Xavier Charter School's tax ID number.
2. Booster organizations may not accept checks made out to Xavier Charter School. Xavier Charter School may not accept checks made out to the booster organization.
3. 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 Schools or designee.
5. Booster organizations must submit to the Head of Schools/Designee for review and approval of annual 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 Head of Schools.

The Head of Schools 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 Xavier Charter School and may be used or disposed of in accordance with Xavier 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 an annual financial report to the Board/Head of Schools/Designee 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 Schools 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. Xavier Charter School does/ require booster organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

## Liability and Insurance

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

## High School Activities Association Regulations

The Idaho High School Activities Association Rules and Regulations prohibit remuneration of any kind from any source outside the local school board in return for services rendered in instructing or coaching any high school athletic team. Said prohibition shall also apply to any coach, instructor or advisor of other teams, clubs, groups, etc. Coaches, instructors or advisors may receive appreciation gifts from team members, students parent or community organizations that do not exceed the value of an IHSAA player award.

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

The use of Xavier Charter School name, logo or mascot by booster organizations must be authorized by the Head of Schools or designee. The Head of Schools or designee may revoke the authorization to use Xavier Charter School's name, logo or mascot if the Head of Schools or designee determines that the booster organization has failed to comply with the terms of this policy or any other Xavier Charter School policy. The Head of Schools 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 Secretary no later than five business days from the date of the Head of Schools/designee's letter.

In the event a booster organizations authorization to use Xavier Charter School's name, logo or mascot is revoked, the booster organization will within three business days of the final decision provide to Xavier Charter School Business Manager for 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 Head of Schools/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 Xavier Charter School. While the intent of the donation will be

considered, Xavier Charter School reserves the right to modify the use if the needs of the students or Xavier Charter School change.

### Discrimination

Xavier Charter School and booster organizations may not create a vast difference in benefits or services to female and male athletes and/or students. Xavier 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: September 2012

Revised on: October 8, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4210 Temporary Community Use of Xavier Charter School Facilities**

School facilities are available to the community for education, civic, cultural, and other non-commercial for temporary uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by Xavier Charter School's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted temporary use of the facility shall pay fees and personnel charges when applicable. The Head of Schools shall develop procedures to manage community's temporary use of school facilities, which shall be reviewed and approved by the Board. Temporary use of school facilities requires the Head of School's approval and is subject to the procedures.

Authorization for temporary use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Request for temporary use of school facilities may be denied by the Head of Schools or the Board in their sole discretion. Upon approval of the request, the Head of Schools or designee schedule and coordinate the uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for temporary use of the school facilities must be submitted at least 3 weeks in advance of the event to the Head of School's office.

Proper protection, safety and care of school property shall be primary considerations in the temporary use of school facilities. All facility use shall comply with state and local fire, health, safety and police regulations. All individuals using school facilities shall comply with the policies of this Board.

**Legal Reference:** I.C. § 33-601      Real and personal property – Acquisition, use or disposal of same.  
I.C. § 33-602      Use of school property or buildings for senior citizen centers  
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

#### Policy History:

Adopted on: September 2012

Revised on: May 11, 2016

**Xavier Charter School**

**COMMUNITY RELATIONS**

**Policy: 4210F Fee Schedule for Temporary Community Use of School Facilities**

**TEMPORARY COMMUNITY USER FEE SCHEDULE**

<b>FACILITY</b>	<b>Commercial</b>	<b>Charitable/Nonprofit</b>
Parking lot	\$ 200/day	\$ 100/day
Cafeteria/Dining Area	\$500/event+ applicable personnel hourly rate from below	\$ 300/event + applicable personnel hourly rate from below
Kitchen (When using the kitchen facility, it is mandatory to have at least one school staff present for which there is an additional charge.)	\$1000/event + applicable personnel hourly rate from below	\$500/event+ applicable personnel hourly rate from below
Gym when no admission is charged	\$100/ hr + janitorial service	\$100/ hr + janitorial service
Gym when admission is charged	\$150/ hr + janitorial service	\$150/ hr + janitorial service
When no admission is charged	\$50/hr + janitorial service	\$25/hr + janitorial service
When admission is charged (each)	\$80/hr + janitorial service	\$40/hr + janitorial service
<b>PERSONNEL</b>	<b>Commercial</b>	<b>Charitable/Nonprofit</b>
Building Supervisor	\$ 35/hr.	\$ 35/hr.
Additional Staff	\$ 25/hr.	\$ 25/hr.
Custodial Staff	\$16/hr.	\$ 16/hr.
<b>EQUIPMENT</b>	<b>Commercial</b>	<b>Charitable/Nonprofit</b>
This fee is done on a case by case basis. Fees are set by Head of Schools or designee. Fee shall be documented in the Facilities Temporary Use Agreement	TBD	TBD

Fees are based on a per-hour, per-day or per-event charge, whichever applicable. When a fee is based per-event, the duration of the event must be limited to 8:00 am to 5:00pm or not more than 9 hours total. Should the services of additional personnel be required due to the nature of the use request, additional charges will be based on applicable personnel rate stated above.

Policy History:

Adopted on: September 2012

Revised on: May 11, 2016

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4210P Temporary Community Use of School Facilities**

##### Facility Temporary Use Requests

Community users must fill out the Facilities Temporary Use Agreement to apply for use of the school facility and the agreement must be presented to the Head of Schools at least 3 weeks in advance of the day of use. The agreement must be signed by an authorized representative of the organization desiring to use the building.

When considering facility use requests, the following should be taken into consideration:

- a. The activity should not interfere with the schedule of normal activities of the school.
- b. The content of the activity should be reasonably appropriate in a school setting.
- c. A preference to Xavier students to use the building will be considered.

*The temporary use of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.*

##### Right of Refusal

Any request for the use of the school facilities or premises may be denied by the Head of Schools or the Board in their sole discretion.

##### Fees

The Head of Schools, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. User fees shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be waived by the Head of Schools or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

User fees will be due the date of use and the sponsoring organization whose name appears on the Facilities Temporary Use Agreement shall be held responsible for any and all damages to school property and equipment.

## Insurance Coverage

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the Xavier Charter School as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

## School Equipment

Temporary use of school equipment in conjunction with the temporary use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No Xavier Charter School equipment shall be removed from the premises for use by non-school personnel unless otherwise provided for in policy.

## Supervision

At least one Xavier Charter School employee must be on site, paid for by the user, when in the opinion of the Head of Schools or designee it is necessary to supervise the individuals and protect school property. The number of paid school employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse Xavier Charter School for the wage of the employee using the applicable per hour rate as prescribed in Policy 4210F.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

## Outdoor Facility Usage

The following applies to all Xavier Charter School outdoor facility usage:

1. The user group shall be responsible for the full replacement cost of any facility or equipment damage.
2. Arrangements for keys into the facility must be made prior to the event by contacting the Head of Schools.
3. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:

- a. If field conditions are such that play is not recommended, the Head of Schools shall notify the group as far in advance as possible that contests must be cancelled. Practice field usage will be substituted, if possible.
- b. If there is rain the day of the scheduled contests, the game field usage is considered cancelled and game fields are not to be used. Questions can be answered by calling the Head of Schools or Lead Teachers, (in that order.)
4. All equipment items the group desires must be listed on the Facilities Temporary Use Agreement.
5. Requests for night usage will be reviewed on a case-by-case basis.

**Legal Reference:** I.C. § 33-601      Real and personal property – Acquisition, use or disposal of same.  
I.C. § 33-602      Use of school property or buildings for senior citizen centers  
Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: July 19, 2012

Revised on: May 11, 2016

**Xavier Charter School**

**COMMUNITY RELATIONS**

**Policy: 4220 Facilities Temporary Use Agreement**

**FACILITIES TEMPORARY USE AGREEMENT**

**Part I: To be completed by organization requesting facility use.**

Name of Organization Requesting Facility Use: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Facility Requested: \_\_\_\_\_  
Date and Hours of Requested Use: \_\_\_\_\_  
Purpose of Use: \_\_\_\_\_  
Equipment Requested: \_\_\_\_\_  
Services Requested: \_\_\_\_\_  
Certificate of Liability Insurance Provided? Yes\_\_\_\_\_ No\_\_\_\_\_

**Premises and Conditions**

1. Conditions of Facilities Use – Temporary use of Xavier Charter School facilities is conditioned upon the following covenants:
  - a. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
  - b. No illegal games of chance or lotteries will be permitted.
  - c. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of Xavier Charter School.
  - d. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of Xavier Charter School facilities.

**User Fees and Security Deposit**

The requesting organization or individual agrees to pay Xavier Charter School, as user fees for the premises, as payment for special services (if any) provided by Xavier Charter School and security deposit when required, for the sum of \$\_\_\_\_\_, and this shall be due 3 days in advance. Refer to Policy 4210F for fee schedule. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises. This agreement must be submitted to Xavier Charter School 3 weeks prior to the date of use. The Head of Schools determines whether a security deposit is required. When a fee is per-event the duration of the event must be limited to 8:00am to 5:00pm or not more than 9 hours.

**Insurance and Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless Xavier Charter School and any of it's employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of Xavier Charter School facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide Xavier Charter School with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

**Non-Discrimination**

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Signature of Requesting Organization/Representative:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**Part II: To be completed by Xavier Charter School.**

Facility Use Request Approved? Yes \_\_\_\_\_ No \_\_\_\_\_

Security Deposited Required? If Yes, Amount Required:\$ \_\_\_\_\_ No \_\_\_\_\_

Facility Fee to be Charged: \$ \_\_\_\_\_ Equipment Fee: \$ \_\_\_\_\_

Number of School Personnel Required: \_\_\_\_\_ Personnel Cost: \$ \_\_\_\_\_

Total Fees (Facility + Equipment + Personnel): \$ \_\_\_\_\_

Fees Paid? Yes \_\_\_\_\_ No \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Signature of Head of Schools:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Additional Obligations:**

\_\_\_\_\_  
\_\_\_\_\_

Policy History:

Adopted on: July 19, 2012

Revised on: May 11, 2016

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4230 Use of Xavier Charter School Property for Posting Notices**

Non-school related organizations may ask the Head of Schools permission:

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

Space reserved for community poster is the bulletin board on the right side of the foyer as you enter Xavier Charter School.

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: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4240 Distribution of Fund Drive Literature through Students**

It is the policy of Xavier 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 Xavier Charter School request permission to participate in such activity.

#### Policy History:

Adopted on: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4250 Educational Research**

All requests from the public to conduct research within the school must be directed to the Head of Schools. 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:

Adopted on: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4260 Records Available to Public**

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

Every person has the right to examine and take a copy of any public record at all reasonable times. All Xavier Charter School records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at Xavier Charter School office.

The Head of Schools shall serve, or designate someone to serve, as “Public Records Coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by Xavier Charter School, the custodian of these records, and their physical location. The identified physical location of Xavier Charter School’s records is provided in the Retention of Xavier Charter School Records Policy. The Public Records Coordinator shall authorize the inspection and copying of Xavier Charter School’s records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved. Drafts of the Board’s minutes are considered to be public records and shall be produced upon request. However, Xavier Charter School shall watermark such public records with the statement “Unofficial Draft Minutes not yet reviewed or approved by Board.”

#### Definitions

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

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 politic, 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 Xavier Charter 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.

#### Records Exempt from Disclosure

In accordance with 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. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
3. Records of a current or former employee other than the employee's duration of employment with Xavier Charter School, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an 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;
4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by Xavier Charter School;
5. Any estimate prepared by Xavier 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;
6. 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 Xavier 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 from public funds 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;

7. Computer programs developed or purchased by or for Xavier 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.
8. 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 Idaho Code, and adopted Xavier Charter School policy;
9. Test questions, scoring keys, or other examination data used to administer academic tests;
10. Records relevant to a controversy to which Xavier 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;
11. 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.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

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

### Response to Requests

Xavier Charter School may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. A request for public records may be conducted by electronic mail. Xavier Charter School may provide the requester

information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

Xavier 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 a request for public records. If a longer period of time is needed to locate or retrieve the records, Xavier Charter School shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, Xavier Charter School shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, Xavier Charter School shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If Xavier Charter School fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If Xavier Charter School denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the public records coordinator 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 Xavier Charter School has reviewed the request or shall state that Xavier 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 right to appeal the denial or partial denial and the time periods for doing so.

The Public Records 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.

### Fee Waiver

Xavier Charter School will adhere to its copying fee schedule unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to,

the requester's interest in litigation in which the requester is or may become a party; and

3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

Upon a request that fees not be charged, and the Public Records Coordinator's consideration of the above factors, the Public Records Coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Head of Schools. The Head of Schools shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Head of Schools is the Public Records Coordinator then the appeal shall be filed within seven (7) days to the Board of Directors. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

The request shall not be fulfilled or prepared, and the time for response will not begin to run, until such time as the final determination as to fees has been addressed and any fees to be charged have been paid

A requester may not file multiple requests for public records solely to avoid payment of fees. If Xavier Charter School suspects that this is the case then it can aggregate the related requests and charge based upon its copying fee schedule.

### Fee Schedule

The copying fee schedule of Xavier Charter School is as follows:

1. Xavier Charter School shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;
2. Copies of public records will be at the actual cost for copies and labor beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
3. Xavier Charter School will charge for the labor costs associated with locating and copying documents if:
  - a. The request is for more than 100 pages of records;
  - b. The request includes non-public information that must be redacted from the public records; and/or
  - c. The labor associated with locating and copying the records exceeds two (2) hours.

4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of Xavier Charter School who is necessary and qualified to process the request;
5. The fees associated with redactions required to be made by an attorney employed by Xavier Charter School shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by Xavier Charter School or if there are no attorneys employed by Xavier Charter School than the rate shall be no more than the usual and customary rate of the attorney retained by Xavier Charter School.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
  - a. Xavier Charter School's cost of copying the information in that form;
  - b. Xavier Charter School's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. Xavier Charter School shall provide requesters with an itemized statement of fees to show per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

<b>Cross Reference:</b>	3570-3570P 4130 8605	Student Records Public Access to District Website Retention of Xavier Charter School Records
-------------------------	----------------------------	--

<b>Legal Reference:</b>	I.C. § 74 I.C. § 74-204 IDAPA 08.01.01.100	Public Records Act Written Minutes of Meetings Procedures for Responding to Requests for Examination and/or Copying Public Records Idaho Public Records Law Manual, July 2015
-------------------------	--	---

Policy History:

Adopted on: January 13, 2016

Revised on:

**Xavier Charter School**

**COMMUNITY RELATIONS**

**Policy: 4260F Xavier Charter School Record Request Form**

Xavier Charter School Request for Public Records

I request:  to examine  to copy  to receive an electronic copy of the following records:

---

---

---

---

\_\_\_\_\_  
Name (Please Print)

Mailing Address:

---

---

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Daytime Phone Number

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Public Agency \_\_\_\_\_

\_\_\_\_\_ Initial if Applicable: More than three (3) working days are needed to locate or retrieve the requested records. A response shall be provided within ten (10) working days of the request.

Payment received for \_\_\_\_\_ copies \_\_\_\_\_  
Amount Received

Payment received for \_\_\_\_\_ labor \_\_\_\_\_  
Amount Received

\_\_\_\_\_  
Receipt Number

Policy History

Adopted on: January 13, 2016

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy 4300 Conduct on Xavier Charter School Property**

In addition to prohibitions stated in other Xavier 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; except allowed by the Board pursuant to Policy 3330;
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.

#### Definitions:

Xavier Charter 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.

Xavier Charter 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.

Tobacco use means the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

**Cross Reference:** 3295 Hazing, Harassment, Intimidation, Bullying, Menacing  
3305 Prohibition of Tobacco Possession and Use  
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: September 2012

Revised on: February 18, 2013, November 12, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4310 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 Xavier Charter School for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. The Head of Schools 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: July 19, 2012

Revised on:

.

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4320 Disruption of Xavier Charter 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 Xavier 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: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4330 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 Head of Schools 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.

<b>Legal Reference:</b>	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: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 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.

Xavier 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:** I.C. § 33-205              Denial of school attendance

Policy History:

Adopted on: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4410 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 Head of School.

1. 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 the Head of School's 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;
2. 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;
3. If possible, the educational program of the student should not be disrupted to allow for police questioning;
4. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained;
5. 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;
6. 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: July 19, 2012

Revised on: November 12, 2014

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4420 Sex Offenders**

Xavier 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, Xavier 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 school’s 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 outside school hours or during the teacher’s conference/preparation period.

Xavier 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 Xavier 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; except as allowed by the Board pursuant to Policy 3330;
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 school employee’s directive;
10. Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
11. Violate other Xavier Charter School policies or regulations, or an authorized Xavier 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.

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 208-734-3947 or your probation/parole officer for more information."

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

1. Is a student in attendance at the school; or
2. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
3. Is exercising his or her right to vote in public elections;
4. Is taking delivery of his mail through an official post office located on schools grounds;
5. Has written permission from the Head of Schools, -, 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
6. 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.

**Note: The following provision is required for an individual who is dropping off or picking up a student and is the student's parent or legal guardian, is attending an academic**

**conference or other scheduled extracurricular event, or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.**

**An individual seeking written permission as outlined above must contact the Head of Schools at least ten (10) days prior to the first visit. In determining whether to grant written permission as provided above, the Head of Schools may, in his/her discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. The Head of Schools will provide a response to the requesting individual with seven (7) days of receipt of the request.**

#### Sex Offender Registry Notification

The Head of Schools or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as Xavier 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. 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.

#### Staff Notification

At a quarterly meeting, the Head of Schools shall disseminate sex offender registry information received. The Head of Schools 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 Head of Schools, 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, Xavier 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 Head of Schools or designee. The Head of Schools 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 Head of Schools 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.

<b>Legal Reference:</b>	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
	I.C. § 33-8329	Adult Criminal Sex Offenders – Prohibited Access to School Children

Policy History:

Adopted on: November 12, 2014

Revised on: February 8, 2017

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4420F1 Sex Offenders Letter to Employees**

##### **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 Head of Schools' 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 Head of Schools 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 Head of Schools' secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building Head of Schools' 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 Head of Schools 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 Head of Schools' 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 Head of Schools' 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: July 2012

Revised on: February 8, 2017

**Xavier Charter School**

**COMMUNITY RELATIONS**

**Policy: 4420F2 Request for Sex Offenders to Visit School Property**

**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 District must complete this form in order to seek permission to visit school property whenever students are present. This form must be provided to the District at least ten (10) days prior to the anticipated visit. 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 Head of School'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 District personnel only:**

Permission Granted

Permission Denied

\_\_\_\_\_  
Signature of Head of Schools or Board President

\_\_\_\_\_  
Date

**Visit Supervision:**

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor  
(Head of Schools or other certified employee)

\_\_\_\_\_  
Date

Policy History:

Adopted on: March 8, 2017

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4500 Public Gifts/Donations to Xavier Charter School**

The Board of Director's 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 Xavier 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 Xavier Charter School shall be encouraged by Xavier Charter School administration. Individuals or groups contemplating presenting a gift to a school or Xavier Charter School shall be encouraged to discuss, in advance, with the Head of Schools what gifts are appropriate and needed.

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

Xavier 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 Xavier Charter School policies, goals, and objective (with particular emphasis on the goal of providing 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 Xavier 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 Head of Schools 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 Head of Schools 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.

All conditional gifts must be approved by Xavier Charter School's Board of Directors. Any gift or grant accepted by the board or the Head of School 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: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4500R Public Gifts/Donations to Xavier Charter School (Regulations)**

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

1. Gifts to employees, 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 Xavier Charter School shall be discouraged.
5. Gifts to Xavier Charter School become the property of Xavier Charter School and are subject to the same controls and regulations that govern the use of all Xavier Charter School-owned property.
6. Any purchases to be funded by a cash donation must be processed in accordance with Xavier Charter School policy.
7. Gifts that meet the definition of a fixed asset as outlined in Xavier 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 Head of Schools, Lead Teacher, 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 Head of Schools or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by Xavier Charter School's Board of Directors.
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 Xavier Charter School. It is the responsibility of the Head of Schools, Lead Teachers, 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: July 19, 2012

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4510R Public Gifts to Xavier Charter School: 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 Xavier Charter School. If items are not new, the condition or 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 Head of Schools prior to filing a request with the administrative office.
3. After discussion with the Head of Schools, 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 the Head of Schools or designee. The following criteria will be used 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:
    - 1) Immediate costs such as installation or remodeling,
    - 2) Long-range costs such as operation and maintenance,
    - 3) 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 Head of Schools' or designee's evaluation and recommendations, the Head of Schools will approve or disapprove the request. If the request is disapproved,

the Head of Schools or designee will make recommendations to the requesting organization as to requirements necessary to approve the request.

6. If a project is disapproved by the Head of Schools or designee, the requesting organization may appeal the decision to the board of education.

Policy History:

Adopted on: July 19, 2012

Revised on:

.

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4520 Soliciting and Accepting Grants or Donations**

Prior to seeking any grant or donation on behalf of Xavier Charter School, an applicant must obtain prior approval from Xavier Charter School. Any staff, administrators, school-related groups, or members of the public seeking grants or donations on behalf of the school or for the benefit of the school and/or its students should first discuss such request with the Head of Schools.

Prior to finalization of any grant or donation associated with Xavier Charter School and/or its students, all requests for grants or donations must be approved by the Head of Schools. When the appropriateness of a request is in doubt or if the grant/donation obligates the school to engage in specific actions, obligations or involves the addition of Xavier Charter School funding, the Head of Schools shall refer the request to the Board for final acceptance or rejection.

Grants for projects that will affect the physical structure of a building may be referred by the Head of Schools to a committee in the same manner as requests to make donations that will affect a building's physical structure, as described in Policy 4510.

Approval of a grant or donation request shall depend on factors including but not limited to availability of existing Xavier Charter School resources and the following principles:

1. Conformance with Xavier Charter School's policies, goals, and objectives;
2. Xavier Charter School's instructional priorities, strategies, and standards;
3. Equity in funding;
4. Conformance to Xavier Charter School governance and decision-making procedures of the Board and administrative staff;
5. Provision of value or benefit that is greater than the obligation under the grant award;
6. Lack of conditions that would divert efforts away from Xavier Charter School's primary mission;
7. Conditions that obligate Xavier Charter School to engage in specific actions or obligations;
8. Any financial impact upon Xavier Charter School associated with required additions of Xavier Charter School funds to the grant activity; and
9. Xavier Charter School criteria for accepting gifts.

The Board reserves the right to deny approval of solicitation of any funding or grant application or to refuse acceptance of any funds awarded or donated.

<b>Cross Reference:</b>	4500	Public Gifts/Donations to the Schools
	4500P	Public Gifts/Donations to the Schools
	4510	Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance

Policy History:

Adopted on: May 11, 2016

Revised on:

## **Xavier Charter School**

### **COMMUNITY RELATIONS**

#### **Policy: 4600 Volunteer Assistance**

Xavier 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 a 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 Xavier 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 Xavier Charter School in the same or similar capacity for which he/she is volunteering.

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

The Head of Schools or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer.

The final decision to accept or reject a volunteer applicant rests exclusively with the Head of Schools and/or volunteer coordinator.

#### Policy History:

Adopted on: July 19, 2012

Revised on: