

2018-19 Voluntary Student Fees

Student Name: _____

	Kindergarten	\$15.00
	1st Grade	\$25.00
	2nd Grade	\$25.00
	3rd Grade	\$25.00
	4th Grade	\$25.00
	5th Grade	\$25.00
	6th Grade	\$25.00
	7th Grade	\$30.00
	8th Grade	\$30.00
	9th Grade	\$30.00
	10th Grade	\$30.00
	11th Grade	\$30.00
	12th Grade	\$30.00
	7-12th gr Art Fee	\$20.00
	7-12th gr Science	\$20.00
	Year Book K-6	\$17.00
	Year Book 7-12	\$35.00

	Credit Card Fee	
	Total Amount Due	
	Amount Paid	\$
	Check	#
	Credit Card	
	Cash	

Office Signature: _____

Date: _____

The student fees are voluntary and are non-refundable. The fees are used for a variety of items and activities depending on the grade level. Examples include: field trips, class event day activities, student prizes, medals, graduation expenses, diplomas, Pemberley Ball, student awards, Shakespeare presentations, supplies for music, art, and dance rotations, etc...

If enough funds are not donated, items from the list will need to be removed accordingly.

Grades 7-12 Art and Science fees are voluntary, the types of labs and art activities/projects offered to students are influenced by the amount of voluntary fees collected.

**Please notify the office if you elect to not pay voluntary student fees.



XAVIER CHARTER SCHOOL

Yearbook pre-order form 2018/2019

Yes, I want to pre-order a yearbook!

Students Name: _____

Date: _____ Grade: _____

Signature: _____

For Office Use Below

Payment Method:

Cash

Check # _____

Credit Card

Not Paid

*Please make checks payable to Xavier Charter School

K-6th Yearbook (32 pgs) Cost is \$17 (Soft cover only K-6 pictures)

7-12th Yearbook (100 pgs) Cost is \$35 (Hard cover only 7-12 pictures)

Xavier Charter School 2018-19

\Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the Head of School, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

FERPA Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Xavier Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Xavier Charter Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Xavier Charter Schools to include this type of information from your child's education records in certain school publications. Examples include:

*A playbill, showing your student's role in a drama production;

*The annual yearbook;

*Achievements or other recognition lists; and Graduation programs

The Xavier Charter School has designated the following information as directory information:

Student's name

Address

Telephone listing

Electronic mail address (e-mail)

Photograph of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school setting and on the district's or school's web site;

Media/ Photo RELEASE

Throughout the course of the school year, the student/participant may be participating in Xavier Charter School activities in which the student /participant may be photographed or videotaped from time to time. The media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities. Xavier Charter Schools includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent.

***If you wish for your child to be excluded from any form of media or directory, contact the office.**

XAVIER CHARTER SCHOOL
1218 North College Road W
Twin Falls, ID 83301
(208) 734-3947 Phone (208) 733-1348 Fax



Homeless-2018-2019

Due to requirements under the McKinney-Vento Homeless Education Assistance Act regarding students who are homeless or are identified as unaccompanied youth, Xavier has started collecting the following information as part of the student registration process. At this time we are sending this form out to the families all of our students in order to be in compliance with the law.

Please mark any that apply:

- Lacks a fixed or regular residence.
- Lacks adequate residence is out of necessity temporarily living in a residence that lacks indoor plumbing, electricity, heat, etc.
- Has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide temporary or emergency living accommodations (including a congregate shelter, welfare, hotel, domestic violence shelter, and transitional institution for individuals with mental illness).
- Has a primary nighttime residence that is a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings (including campgrounds, vacant building, cars, garage, etc.) All referred to as “unsheltered”.
- Children and youth living in ‘double up’ accommodations due to a loss of housing or other similar situation (Families living in doubled-up housing accommodations voluntarily to save money should not be considered homeless.)

Only sign if pertains to your family

Print Parent Name: _____

Parent Signature: _____ Date: _____

Print Student Name: _____ Grade: _____

**Xavier Charter School
STUDENTS
Policy: 3270F
Internet Access Conduct Agreement**

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Xavier Charter School's policy regarding School-provided Access to Electronic Information, Services, and Networks (Policy No. 3270). Should I commit any violation or in any way misuse my access to Xavier Charter School's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student ____ Staff ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of Xavier Charter School's policy regarding School-Provided Access to Electronic Information, Services and Networks for the student's access to Xavier Charter School's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless Xavier Charter School, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of Xavier Charter School's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access Xavier Charter School's computer network and the Internet.

Parent / Legal Guardian (Print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the 2018-2019 school year only.



XAVIER CHARTER SCHOOL

Only Fill out if applies to you

**2018-2019 Xavier Charter Schools
Out-of-District Request Form**

Applicant Student's Name _____ DOB _____ Grade _____

School Student is presently attending:

Name of School _____

School Address _____

Has student ever been suspended or expelled from school? Yes _____ No _____

If yes, describe the circumstances (including dates and duration):

Special and/or unique instructional programs in which applicant student is currently enrolled. (For example: special education, foreign language, remedial, gifted/talented, 504 etc.

Parent/Guardian's Name _____

Parent/Guardian' Address _____

Home Phone _____ Work Phone _____

I have read the district policy on open enrollment, and hereby request that my child be permitted to attend Xavier Charter Schools.

Parent/Guardian Signature _____

FOR OFFICE USE:

Head of Schools Signature _____

_____ Approved _____ Disapproved Date ____/____/____

Acknowledgement of Policies and Procedures:

We/I have read, understand and agree that our child will abide by the policies and procedures outlined in the 2018-2019 XCS Handbook and all other policies and procedures detailed in the school’s official documents that is located on our website under the “Student” tab. We/I have also shared pertinent details of the handbook with our child and he/she understands the expectations of Xavier Charter Schools.

Student Name _____ Grade: _____

Parent/Guardian (print) _____

Parent/Guardian Signature _____ Date _____

Ferpa:

We/I have read, understand and agree with the Notification of Rights under 2018-2019 FERPA form.

Student Name _____

Parent/Guardian (print) _____

Parent/Guardian Signature _____

Notification System for Text Messaging (optional)

I, _____, give Xavier Charter Schools consent to send me messages via text.

_____ Phone #1 _____ Phone #2

Parent/Guardian (print) _____

Parent/Guardian Signature _____

***Please circle whether your child is a dependent of at least one Active Duty member (parent or guardian) of the United States Armed Forces military services:**

- Active Duty
- National Guard or Reserve
- Unable to provide
- Not Military Connected

We/I have read; understand the Title 1 Notifications Right to receive information and Parent Compact Form.

Parent/Guardian (print) _____

Parent/Guardian Signature _____

We/I have read: understand Policy 3295-Hazing, Harassment, Intimidation, Bullying and Cyber Bulling

Parent/Guardian (print) _____

Parent/Guardian Signature _____



XAVIER CHARTER SCHOOL
1218 North College Road W
Twin Falls, ID 83301
(208) 734-3947 Phone (208) 733-1348 Fax

Statewide Home Language Survey

Our school district along with the Idaho State Department of Education and the Office for Civil Rights require that students' language(s) are identified. This survey's purpose is to determine whether they are potentially eligible for language services.

<u>Student Name:</u>		<u>Date:</u>	
<u>Birthdate:</u>		<u>Gender:</u>	Male Female
<u>School:</u>		<u>Grade:</u>	

1. What language(s) are spoken in the home?

2. What language(s) does your student speak most often?

3. What language(s) did your student first learn?

4. Which language does your child speak with you? _____
5. Which language do you use when speaking with your child? _____
6. Which language do you want phone calls and letters? _____
7. What is your relationship to the child? Mother Father Guardian
Other (specify) _____
8. Is there any additional information you would like the school to know about your child? _____

Xavier Charter School, District #462
Title 1 – Parent Compact-2018-2019

This school-parent compact is in effect during school year 2018-2019.

The Xavier School District 462, and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards.

School Responsibilities

Xavier Charter School 462 will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**

All Teachers and Staff will:

- Encourage and support students’ learning.
- Believe that each student can learn.
- Use positive actions and words.
- Maintain and foster high standards of academic achievement and positive behavior.
- Respectfully and accurately inform parents of their child’s progress.
- Have high expectations for students and be committed to continuous growth for the teacher, staff, and the school.
- Respect cultural differences of student, their families and other staff members.
- Help students resolve conflicts in positive, nonviolent ways.
- Coordinate efforts with other staff to support the success of each child.
- Create a caring, inclusive, stimulating, and safe school/classroom setting.

- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.** Specifically, those conferences will be held:

- Conferences held as scheduled on the district calendar.
- Conferences can be arranged at a mutually agreed upon time with the teacher and parent/guardian.

- 3. Provide parents with frequent reports on their children’s progress.** Specifically, the school will provide reports as follows:

- Progress reports with letter grades mailed to parents/guardians for grades K-2 every 9 weeks. For grades 3-12, grades are accessible via powerschool. Please see the front office for login procedures.
- Electronic Parent Portal maintained on a regular basis, providing parents with access to student’s assignments, attendance, discipline and grading information.

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
 - Parents may email or call teacher at any time. A staff contact list is available on our website.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
 - Parents are welcome to come in any time to take part in their child's education.
 - Parents may volunteer to help with field trips, classroom activities, etc.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- See that my child attends school regularly and on time.
- Provide the necessary material for class participation.
- Maintain and foster standards of high academic achievement and positive behavior.
- Make sure **all** homework is completed and returned on time.
- Promote positive use of my child's extracurricular time.
- Communicate on a regular basis with my child's teachers.
- Encourage my child to practice reading and math activities at home.
- Show respect and support for my child, the teachers and the school.
- Volunteer and participate, as appropriate, during school events.

Student Responsibilities

I, as a student will:

- Always do my best in my work and in my behavior.
- Work cooperatively with my classmates and teachers.
- Show respect for myself, my school, teachers, and others.
- Obey the school and bus rules.
- Take pride in my school and school work.
- Come to school prepared with my homework and my supplies.
- Believe that I can and will learn.

(Print) Parent Name: _____

Parent Signature: _____ Date: _____

(Print) Student Name: _____ Grade: _____

1218 North College Road W
Twin Falls, ID 83301
(208) 734-3947 Phone (208) 733-1348 Fax

Waiver of Liability and Adherence to School Rules 2018-19

We acknowledge that it is the Student's obligation to ensure that their personal property is kept in a safe and secure place at all times, and that Xavier Charter School is not responsible for any lost or stolen property.

We acknowledge that Xavier Charter School has in place rules, policies, and a code of conduct that each student is required to follow as a condition of their enrollment at Xavier and their participation in school related activities. Anyone found to be violating any of the rules, codes of conduct, or found to be disruptive to either another individual or group may be asked to leave the premises or off-site location at any time and be refused reentrance to any event or activity without refund.

We acknowledge and hereby release, indemnify and hold harmless Xavier Charter School, its Board of Directors, employees, contractors and agents (the "Released parties") from all liabilities, suits, claims, and/or demands of any kind or nature, in law or equity, arising from or occurring during the participation in, or observation of, any Xavier Charter School activity, for injuries or damages to any person or property, whether on or off the premises. The student/participant named below does voluntarily participate in any and all Xavier Charter School activities and that the student/participant and I understand that certain risks are inherent to participation and involvement with Xavier Charter School and in its various formal and informal activities.

Print Parent Name: _____

Parent Signature: _____ **Date:** _____

Print Student Name: _____ **Grade:** _____

Xavier Charter Schools

STUDENTS

Policy: 3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

The Board of Directors is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in Xavier Charter School. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Head of Schools or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on Xavier Charter School's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in Xavier Charter School and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Head of Schools is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Reporting

Xavier Charter School shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross Reference: 3330 Student Discipline
 5265 Employee Responsibilities Regarding Student Harassment Intimidation, and Bullying

Legal References: I.C. § 18-917 Hazing
 I.C. § 18-917A Student Harassment – Intimidation – Bullying
 I.C. § 33-205 Denial of School Attendance
 I.C. § 33-512 Governance of Schools
 I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development

 I.C. § 67-5909 Acts Prohibited

 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

 34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

 IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: January 13, 2016

Reviewed on: March 8, 2017; January 18, 2018

Xavier Charter School

STUDENTS

Policy: 3295P Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in Xavier Charter School business, such as employees of businesses or organizations participating in cooperative work programs with Xavier Charter School and others not directly subject to Xavier Charter School control at Xavier Charter School athletic competitions or other school events.
2. “Charter School” or “School” includes school facilities, school property, buses, electronic technology or electronic communication equipment on Xavier Charter School computers, networks, or forums and non-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment. Examples of hazing include: total or substantial nudity on the part of the person, compelled ingestion of any substance by the person; wearing or carrying of any obscene or physically burdensome article by the person; physical assaults upon or offensive physical contact with the person; participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; transportation and abandonment of the person; confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas; sleep deprivation; or assignment of pranks to be performed by the person.
4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of age, race, religion, disability, or gender.
5. “Harassment, intimidation or bullying” means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student’s opportunities, or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or a hostile educational environment.
6. "Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through Xavier Charter School's computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of Xavier Charter School policy or state law. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.
7. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of age, race, religion, disability, or gender.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence.

Policy Distribution

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of their orientation program.

Information about Xavier Charter School's policies and procedures will be included in student orientation material and in the student handbook.

Complaint Procedures

The Head of Schools has the responsibility for investigations concerning hazing, harassment, intimidation, bullying or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or cyber bullying, in violation of this policy [shall] [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

- Step I Any hazing, harassment, intimidation, bullying, cyber bullying, or cyber-bullying information (complaints, rumors, etc.) shall be presented to the Head of Schools. Complaints against the Head of Schools shall be filed with the Board of Directors. Information may be presented anonymously. Complaints against the Head of Schools shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II The school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
[A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Head of Schools.]
- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the Head of Schools or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The Head of Schools or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Head of Schools or designee shall provide a written decision to the complainant's appeal within [10] working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after

receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Step V If the complainant is still not satisfied with the decision of the Xavier Board of Trustees then he/she may submit a written complaint to the Idaho Public Charter School Commission at:

Idaho Public Charter School Commission
Director
304 North 8th Street, Room 242
Boise, ID 83702

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying or cyber-bullying complaints and documentation will be maintained as a confidential file in the school office and reported as required by the State Department of Education.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited
I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment, Intimidation, Bullying

Policy History:

Adopted on: July 2012

Reviewed on: March 18, 2014, January 13, 2016; March 8, 2017



|| Title I-A

REGARDING RIGHT TO RECEIVE TEACHER INFORMATION

August 14, 2018

Dear Parent:

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- To request the state qualifications for your child's teacher or instructional aide, please contact Gary Moon at 208-734-3947 or gmoon@xaviercharter.org.
- If you would like more information about Xavier Charter School, please feel free to call 208-734-3947

Gary Moon
Head of Schools
Xavier Charter School

Frequently Asked Questions About Free and Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Twin Falls School District offers healthy meals every school day. Breakfast costs Elementary **\$1.50** Middle **\$1.75** HS **\$1.75**; lunch costs Elementary **\$2.85** Middle **\$3.10** HS **\$3.35**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **Idaho Food Stamps (SNAP)**, the **Food Distribution Program on Indian Reservations (FDPIR)** or **Temporary Assistance for Families in Idaho (TAFI)**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

INCOME CHART (BEFORE DEDUCTIONS)

Effective July 1, 2018 through June 30, 2019

REDUCED PRICE MEALS

Household Size	Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly
-1-	22,459	1,872	936	864	432
-2-	30,451	2,538	1,269	1,172	586
-3-	38,443	3,204	1,602	1,479	740
-4-	46,435	3,870	1,935	1,786	893
-5-	54,427	4,536	2,268	2,094	1,047
-6-	62,419	5,202	2,601	2,401	1,201
-7-	70,411	5,868	2,934	2,709	1,355
-8-	78,403	6,534	3,267	3,016	1,508
For each additional family member add	7,992	666	333	308	154

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Homeless Coordinator JoAnn Gemar**, gemarjo@tfsd.org **732-7501**, **Migrant Coordinator Carmen Castillo**, castilloca@tfsd.org
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Twin Falls School Nutrition, 201 Main Ave. W, Twin Falls, Idaho 83301.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Jessica Goller**, **1775 Eldridge Ave, Twin Falls, Idaho 83301**, gollerje@tfsd.org, **208-733-0134** immediately.
5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Human Resources, Twin Falls School District, 201 Main Ave. W. Twin Falls, Idaho 83301 (208)-733-6900.**
10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is

part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Jessica Goller, 1775 Eldridge Ave, Twin Falls, Idaho 83301, gollerje@tfsd.org, (208) 733-0134 to receive a second application.**
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Idaho Food Stamps [**SNAP**] or other assistance benefits, contact your local assistance office or call 211.

If you have other questions or need help, call **208-733-0134**.

Sincerely,

Lori Rieth/School Nutrition Director

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Elementary: Breakfast \$1.50, Lunch \$2.85, Middle: Breakfast \$1.75, Lunch \$3.10, High School Breakfast \$1.75, Lunch \$3.35, Reduced Breakfast \$.30, Reduced Lunch \$.40

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related."

Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	School & District	Grade	Student? Yes No	Foster Child	Homeless, Migrant, Runaway
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TAFI, or FDPIR?

If **NO** > Go to STEP 3. If **YES** > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number: _____

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income: \$ _____

How often? Weekly Bi-Weekly 2x Month Monthly

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults) _____

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member:

Check if no SSN

STEP 4 Contact information and adult signature. **Mail Completed Form To: Twin Falls School Nutrition, 201 Main Ave. W., Twin Falls, Id 83301 Phone 208-733-0134**

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) _____ Apt # _____ City _____ State _____ Zip _____ Daytime Phone and Email (optional) _____

Printed name of adult signing the form _____ Signature of adult _____ Today's date _____



XAVIER CHARTER SCHOOL
1218 North College Road W
Twin Falls, ID 83301
(208) 734-3947 Phone (208) 733-1348 Fax

Dear Parent or Guardian:

As you know Xavier Charter School contracts with the Twin Falls Child Nutrition Program (TFCNP) to provide our breakfast and lunch programs. The TFCNP has been happy to provide free breakfasts for many years to the students of the Twin Falls School District and at Xavier Charter School. They have been able to do this under a Federal Program called Provision 2. Starting school year 2018-2019 they are no longer able to offer this free breakfast program to several schools including Xavier Charter School.

This means that at Xavier Charter School free breakfast is no longer available and students will be required to pay full price for both breakfast and lunch unless the student qualifies for the Free or Reduced Lunch Program. We encourage you to fill out the application for Free or Reduced Lunch available at registration and in the front office.

A new application must be filled out at the start of every school year. Please be advised that any charges on your student's account prior to qualifying as free or reduced are the responsibility of the household. These cannot be backdated, your qualification for free or reduced priced meals starts from the date we receive and process your application.

Breakfast prices will be as follows for school year 2018-2019

Elementary Breakfast \$1.50

Middle School Breakfast \$1.75

High School Breakfast \$1.75

Reduced Price Breakfast \$.30

Thank you for your support of Xavier Charter School and the Twin Falls Child Nutrition Lunch and Breakfast Programs, we look forward to serving you in the 2018-2019 school year. If you have any questions please call Lori Rieth with the TFCNP at 208-733-0134.

Gary Moon

Head of Schools
Xavier Charter School