



Xavier Charter School Policy Manual

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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, April 17, 2025

Reviewed on: October 19, 2017; November 19, 2020: October, 19, 2023

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

Reviewed on: October 19, 2017; November 19, 2020: October 19, 2023

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4105 Public Participation in a Board Meeting

All regular and special meetings of the Board shall be open to the public, but any persons who disturbs good order may be required to leave. The Board of Directors encourages all stakeholders of Xavier Charter School to express their ideas and concerns. The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to the Directors. 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 AND COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

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.

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. Appropriate School Principal
4. Head of Schools
5. Board of Directors

Please see Policy 4110 regarding public complaints and suggestions.

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

At each regular and special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address and have a discussion with the Board will be required to submit a "Request to Address the Board" form at least 10 days before a regular scheduled meeting. Forms are available from the Board Clerk and will be available at each meeting.

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. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

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, emailed, or mailed to the Board Clerk.

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

Because of the diversity of issues and the confines of the Open Meeting Laws, members of the Board will not respond to public comment nor engage in discussion with individuals or entities presenting public input. Instead, issues may be recorded and referred to the proper staff person for follow-up and/or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual's statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, or threatening to any individual. The Board of Directors as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who, in the judgement of the Board Chair, willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order, and any person may be removed from the meeting if they are engaging in illegal conduct. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

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

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

Legal Reference	Description
I.C. § 33-512 (11)	Governance of Schools – District Permitted to Prohibit Entry to School Grounds
I.C. § 74-206	Open Meetings Law - Executive Sessions - When Authorized

Policy History

Adopted on: July 19, 2012

Revised on: October 8, 2014; January 13, 2016; January 21, 2021; March 16, 2023
October 19, 2023, August 21, 2025

Reviewed on: October 19, 2017

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4110 Public Complaints

The Board is committed to providing an effective means for parents and the community to voice concerns and offer suggestions to improve the operation of Xavier Charter School. The Board also strives to resolve matters raised by members of the school community whenever possible. To this end, the Board has established the following process to address concerns, complaints, and suggestions that do not fall within the scope of:

1. Any School complaint policy;
2. Policy 2530 Learning Materials Review; or
3. Any other complaint or appeal process specifically provided in policy.

Each complaint or suggestion shall be considered on its merits.

Suggestions

The Board believes that a continuing two-way dialogue between the school and the public is necessary. It shall be the policy of the Board to give consideration to suggestions posed to the Board by residents of the School's attendance area, students of the School and their parents/guardians, and School employees and volunteers. Those wishing to make suggestions should submit them in writing to the appropriate school administrator, to the Head of Schools, or to the Board clerk to forward to the Board of Directors as appropriate.

Complaints

Complaints will be processed according to the step-by-step process outlined below. However, if a person designated to hear a complaint is the subject of the complaint, the process will begin at the next highest step and the process shall be modified as needed to meet the objectives of this policy. If a complaint is directly based on official Board action, the complaint shall be directed to the Clerk of the Board. The complaint may be heard by the Board at the sole discretion of the Board.

Level 1: Address Complaint with Employee Involved or at the Level of the Complaint

The complaint should be received and addressed with the employee involved or at the level closest to which the complaint originated. For example, a complaint regarding a classroom issue should be heard first by the teacher. A complaint regarding the school in general should be addressed first by the Head of Schools.

Any employee receiving a complaint should verify whether the complaint has been appropriately referred to them and, if not, assist the complainant by identifying the appropriate employee to receive the complaint.

Once appropriately referred, the employee should work with the complainant to resolve the issue. If the complainant is unable to resolve the matter with the employee, the employee should direct them to this policy.

Level 2: Head of Schools

If the complaint is not resolved at Level 1, the complainant may provide a written complaint to the Head of Schools stating:

1. The nature of the problem and the date the complainant attempted to address the matter as described in Level 1; and
2. The remedy requested.

It must be signed and dated by the complainant. The written complaint must be filed with the Head of Schools within 60 days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.

The Head of Schools may investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the decision of the Head of Schools, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Head of Schools' decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Head of Schools to the Board bears the burden of proving a failure to follow Board policy.

Level 3-4: The Board

When the Board receives a written appeal of the decision of the Head of Schools in which the complainant alleges a failure to follow Board policy, the matter [shall/may] be placed on the agenda of the Board for consideration at the earliest time convenient to the Board.

The Board has the sole discretion in determining how to handle the complaint review, including but not limited to the option of solely reviewing the written record and making a determination or seeking to speak with both sides of a complaint during a properly noticed meeting of the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board's review, whether by written record or via meeting with the parties. The decision of the Board will be final.

Cross References Description

2530	Learning Materials Review
3060	Education of Homeless Children
3085	Sexual Harassment, Discrimination, and Retaliation Policy

4105	Public Participation in Board Meeting
4120	Uniform Grievance Policy
5250	Certificated Staff Grievances
5800	Classified Employment, Assignment, and Grievance

Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014, April 17, 2025

Reviewed on: October 19, 2017; November 19, 2020: October 19, 2023

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 (staff, students, parents/guardians, and stakeholders, hereinafter "Grievant") be an orderly process within which solutions may be pursued. This policy shall apply to Xavier Charter School staff only if their grievance is in their capacity as a parent/guardian or stakeholder.

It is the intent of the Board that this 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. Staff grievances relating to their employment position are solely controlled by:

1. Policy 5800 and Procedure 5800P in the case of classified staff;
2. Policy 5250 in the case of certificated staff.

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.

Grievances will be processed according to the step-by-step process outlined below. However, if a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the employee (teacher, counselor, building administrator, etc.) 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/Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance, including identification of the state or federal constitutional provision, state or federal statute, and/or Board policy the grievant alleges has been violated and the date the grievant attempted to address the matter informally with the employee in Level 1; 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 or the principal within 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 or the principal shall investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the Lead Teacher's or the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Head of Schools and/or designee review the Lead Teacher's or the principal's decision. This request must be submitted to the Head of Schools and/or designee within 15 days of the Lead Teacher's or the principal's decision.

If the complaint alleges a violation of Title II, Section 504 of the Rehabilitation Act, or a violation of Title IX other than sexual misconduct, the Lead Teacher or the principal 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 and/or designee within 30 school business days after receipt of the written grievance. The coordinator may hire an outside investigator if necessary. If the Head of Schools and/or designee agrees with the recommendation of the coordinator, the recommendation will be implemented. If the Head of Schools and/or designee rejects the recommendation of the coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the coordinator to the Board for a hearing.

Level 3: Head of Schools

If the Lead Teacher or the principal with whom the grievance was filed in Level 2 is also the Head of Schools and/or designee, the grievant may skip Level 3 and submit an appeal to the Board within 15 days as described in the last paragraph of Level 3.

Upon receipt of the request for review, the Head of Schools and/or designee shall schedule a meeting between the parties and the Lead Teacher or the principal. The parties shall be afforded the opportunity to either dispute or concur with the Lead Teacher's or the principal's report. The Head of Schools and/or designee shall decide the matter within 10 days of the meeting and shall notify the parties in writing of the decision. If the Head of Schools and/or designee agrees with the recommendation of the Lead Teacher or the principal, the recommendation will be implemented. If the Head of Schools and/or designee rejects the recommendation of the Lead Teacher or the principal, the matter may either be referred to an outside investigator for further review or resolved by the Head of Schools and/or designee.

If either party is not satisfied with the decision of the Head of Schools and/or designee, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Head of Schools' and/or designee's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed or an assertion that a right guaranteed by the state or federal constitution, or state/federal statute has been violated. Any individual appealing a decision of the Head of Schools and/or designee to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

When the Board receives a written appeal of the decision of the Head of Schools and/or designee in which the grievant alleges a failure to follow Board policy or a violation of a right guaranteed by the state or federal constitution, or state/federal statute, the matter shall be placed on the agenda of the Board for consideration at the earliest time convenient to the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board's review, whether by written record or via meeting with the parties. The decision of the Board will be final.

The Board in performing its Level 4 review retains sole discretion to determine whether it will resolve the matter based upon the written materials submitted, or whether it desires to receive any additional information from the parties verbally or in writing. As noted above, appeals must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Head of Schools and/or designee to the Board bears the burden of proving a failure to follow Board policy by a preponderance of the evidence.

Cross Reference:

3085	Sexual Harassment, Discrimination and Retaliation Policy
4110	Public Complaints

Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014; November 21, 2019; April 15, 2021; September 15, 2022;
February 16, 2023; October 19, 2023, April 17, 2025

Reviewed on: October 19, 2017, March 11, 2025

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: _____

Please identify the right guaranteed by the state or federal constitution, state or federal statute, or Board policy you believe has been violated. If this was an instance of sexual harassment, please report the issue as described in Policy 3085: _____

Examples that demonstrate the problem: _____

Results: _____

Suggested Solutions: _____

Response Date: _____ Person Responding: _____

Xavier Charter School District

Response to Concern

Person Responding: _____ Response Date: _____

Method used to communicate response: _____

Actions taken to investigate concern: _____

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

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Findings of investigation: _____

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Decision: _____

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Results of communicating the decision: _____

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Signature

Policy History:

Adopted on: July 19, 2012

Reviewed on: February 20, 2020; November 19, 2020; April 15, 2021; October 19, 2023

Revised on: September 15, 2022

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

Reviewed on: October 19, 2017: October 19, 2023

Revised on: November 19, 2020

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 publicly 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: 4260
8605

Records Available to Public
Retention of Xavier Charter School Records

Legal Reference: I.C. § 33-133

Idaho Student Data Accessibility, Transparency, and
Accountability Act

I.C. § 33-320

Continuous Improvement Planning and Training

I.C. § 33-357

Creation of Internet Based Expenditure Website

I.C. § 74-206A

Negotiations in Open Session

I.C. § 74-101, *et seq.*

Idaho Public Records Act

I.C. § 74-206A

Open Meetings Law - Negotiations in Session

Policy History:

Adopted on: July 21, 2014

Revised on: July 19, 2015; January 16, 2020; October 19, 2023

Reviewed on: October 19, 2017; November 19, 2020

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4135 Website Accessibility and Nondiscrimination

Xavier Charter School is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in Xavier Charter School's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on Xavier Charter School's website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to Xavier Charter School's website and any official Xavier Charter School web presence which is developed by, maintained by or offered through third party vendors and open sources, Xavier Charter School is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any Xavier Charter School programs, services, and activities delivered online.

All existing web content produced by Xavier Charter School, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by Xavier Charter School or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official Xavier Charter School web presence that is developed by, maintained by, or offered through Xavier Charter School, third party vendors and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made using Xavier Charter

School's Uniform Grievance Form, upon request at Xavier Charter School office, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform Xavier Charter School's IT Department. The Complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

Whether or not a formal complaint or grievance is made, once Xavier Charter School has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.

Testing and Accountability

Xavier Charter School will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The designated responsible personnel will be responsible for reviewing and evaluating new material that is published by IT Department and uploaded to the website for accessibility on a periodic basis. The designated responsible personnel will be responsible for reviewing all areas of Xavier Charter School's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

Cross Reference:	Uniform Grievance Procedure	4120
	Uniform Grievance Form	4120F

Legal Reference:	Title II of the Americans with Disabilities Act of 1990
	Section 504 of the Rehabilitation Act

Policy History:

Adopted on: September 20, 2018

Revised on: November 19, 2020

Reviewed on: October 19, 2023

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 school 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 school 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. The use of a digital security program may be used to check in visitors/parents/volunteers/etc.

The classroom teacher may limit the visitation if the 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.

Students, not enrolled in Xavier Charter School, may visit the school only during the lunch period not to exceed one visit per semester. They must notify and be approved by the Head of Schools and/or the grade level principal 24 hours in advance.

Cross Reference	Description
4320	Disruption of School Operations
4420	Sex Offenders

Policy History:

Adopted on: July 19, 2012

Revised on: October, 8, 2014; April 19, 2018; December 19, 2019

Reviewed on: October 19, 2017; November 19, 2020; November 16, 2023

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.

Xavier Charter School will provide the parent/guardian of each student who has a disability with a copy of the Procedural Safeguards Notice available on the website of the Idaho State Department of Education. This notice will be provided one time each year. It will also be provided, as outlined in 34 CFR 330.504(a), upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon the request of a parent/guardian. The notice must be provided in the parent's/guardian's native language unless it is not feasible to do so.

Cross Reference: 4120

Uniform Grievance Procedure

Legal Reference: 20 USC §§ 1400 – 1482 Individuals with Disabilities Education Act (IDEA)

20 USC § 1415 Procedural Safeguards

42 USC §§ 12111, *et seq.* Employment

& 12131, *et seq.* The Americans with Disabilities Act of 1990

28 CFR Part 35. Nondiscrimination on the Basis of Disability in State and Local Government Services

34 CFR § 300.504 Procedural Safeguards Notice

Policy History:

Adopted on: July 19, 2012

Revised on: October 12, 2014; November 21, 2019

Reviewed on: October 19, 2017; November 19, 2020: October 19, 2023

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 USC 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.

Parent and Family Engagement

Parents shall be notified of the parent and family engagement policy as outlined in 2420-2420P, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Education of Homeless Children and Youths

1. The school shall provide written notice, at the time any homeless child or youth seeks enrollment in a school, and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), which shall be signed by the parent or guardian, that:

a. Sets forth the general rights provided by the McKinney-Vento Act as set forth in school Policy No. 3060; and

b. Specifically states:

- i. The choice of schools homeless children and youths are eligible to attend;
- ii. That no homeless child or youth is required to attend a separate school for homeless children or youths;
- iii. That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
- iv. That homeless children and youths should not be stigmatized by school personnel; and
- v. Includes contact information for the local liaison for the homeless children and youths.

2. In the case of an unaccompanied homeless youth, the school shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The school shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services, such as family shelters and soup kitchens.

Safe school Option for Victims: If a student is a victim of a violent criminal offense while attending school during normal school hours or at a school sponsored event, the school shall provide the following safe school options:

1. Within ten school days the Head of Schools or designee shall ensure that the student is offered the opportunity to transfer to a safe school;
2. If there is no qualifying school, the school is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept the student.

To the extent feasible, the school will work with local victim assistance programs to determine whether they have services or funds available to help students in these circumstances. The Head of Schools or designee should contact the office of the local county attorney to identify and locate qualified programs in the county.

Student Privacy

1. The student privacy policies developed by the school shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in the school. At a minimum, the school shall provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.
2. The school shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., *“The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”*

Program Notices to Parents Format

The notice and information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents of English Learners can understand.

Cross Reference: 2100 Curriculum Development and Assessment

2140 Student and Family Privacy Rights

2385 English Learners Program

2420 Parent and Family Engagement

3000 Entrance, Placement, and Transfer

3060 Education of Homeless Children

Legal Reference: 20 USC § 1232g, *et seq.* Family Education Right to Privacy Act (FERPA)

20 USC § 1414(d) Individualized Education Programs

20 USC § 6311, *et seq.* Basic Program Requirements

20 USC § 6312(e) Local Educational Agency Plans – Parents’ Right to Know

20 USC § 6318 Basic Program Requirements - Parent and Family Engagement

20 USC § 6321 Fiscal Requirements

20 USC § 7912 Unsafe School Choice Option

Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014; March 8, 2017; December 21, 2017; January 16, 2020;
April 20, 2020

Reviewed on: August 15, 2017; November 19, 2020; October 19, 2023

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 guardians¹ 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.

¹ 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:	34 CFR Part 99	Family Education Rights and Privacy
	20 USC § 1232g, <i>et seq.</i>	Family Education Right to Privacy Act (FERPA)
	20 USC § 1400-1427	Individuals with Disabilities Education Act (IDEA)
	20 USC § 7908	No Child Left Behind Act of 2001

Policy History:

Adopted on: July 19, 2012

Revised on: October 8, 2014

Reviewed on: November 16, 2017; November 19, 2020; October 19, 2023

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: 34 C.F.R. § 106.31(b) Education Programs or Activities: Specific Prohibitions (Implementing Title IX))

Other Reference: Idaho High School Activities Association, Current Rules and Regulations Manual (available at https://idhsaa.org/asset/19-20Manual_Complete.pdf) (last accessed November 11, 2019)
Office of Civil Rights, Title IX Athletics Investigator's Manual (available at <https://eric.ed.gov/?id=ED400763>) (last accessed November 11, 2019)

Policy History:

Adopted on: September 2012

Revised on: October 8, 2014; January 16, 2020

Reviewed on: October 19, 2017; November 19, 2020; October 19, 2023

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.

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.

Cross Reference: 3250 Distribution and Posting of Materials

Policy History:

Adopted on: July 19, 2012

Reviewed on: December 21, 2017; March 14, 2024

Revised on: January 16, 2020; January 21, 2021

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

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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. Provided, however, that personal notes created by a public official solely for his or her own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

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. The request shall specifically describe the subject matter and records sought, including a specific date range for when the records sought were created. The request shall be as specific as possible, describing the records sought in enough detail to let the Public Records Coordinator find the records with reasonable effort. 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 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 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 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 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 working days following the request. If the fee waiver is denied, the requester shall then have seven 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 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 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 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 two 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 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.

Cross Reference:	3570	Student Records
	3570P	Maintenance of Xavier Charter School Student Records
	4130	Public Access to Xavier Charter School Website
	8605	Retention of Xavier Charter School Records

Legal Reference:	I.C. § 74-101, <i>et seq.</i>	Idaho Public Records Act
	I.C. § 74-204	Open Meetings Law - Notice of Meetings Agendas
	IDAPA 08.01.01.100	Procedures for Responding to Requests for Examination and/or Copying Public Records

Other Reference: Idaho Public Records Law Manual, July 2018 (available at <https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf>) (last accessed November 11, 2019)

Policy History:

Adopted on: January 13, 2016

Reviewed on: December 21, 2017; March 14, 2024

Revised on: January 16, 2020; November 19, 2020

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4260F Xavier Charter School Record Request Form

Request for Public Records

I request: ☐ to examine ☐ to copy ☐ to receive an electronic copy

of the following records (please be as specific as possible):

Date Records Requested Were Created:

Beginning: _____

Ending: _____

Name (Please Print)

Mailing Address: _____

Date of Request: _____

Daytime Phone Number: _____

Received By: _____

Date Received: _____

Public Agency: _____

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records. A response shall be provided within 10 working days of the request unless the field below has been initialed.

_____ Initial if Applicable: The record requested must be converted from one electronic format to another and doing so will require more than 10 working days. The agency shall provide the converted public record at the following time, which has been mutually agreed upon between the agency and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion:

Payment received for _____ Copies _____

Amount Received: _____

Payment received for _____ Labor _____

Amount Received: _____

Receipt Number

Policy History

Adopted on: January 13, 2016

Reviewed on: December 21, 2017; March 14, 2024

Revised on: November 19, 2020; February 16, 2023

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, and Cyber Bullying
	3305	Prohibition of Tobacco Possession and Use
	3330	Student Discipline
	4320	Disruption of Xavier Charter School Operations

3305	Prohibition of Tobacco Possession and Use
3330	Student Discipline
4320	Disruption of Xavier Charter School Operations

I.C. § 18-3302I	Threatening Violence on School Grounds
I.C. § 33-205	Denial of School Attendance
I.C. § 33-512	District Trustees – Governance of Schools
I.C. § 39-5503	Prohibitions – Exceptions

I.C. § 33-205 Denial of School Attendance

I.C. § 33-512 District Trustees – Governance of Schools

I.C. § 39-5503 Prohibitions – Exceptions

Adopted on: September 2012

Revised on: February 18, 2013, November 12, 2014; January 16, 2020

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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. Speakers may only be invited with the Lead Teacher's approval. The Head of School reserves the right to deny any invited guest speakers. 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.

Cross Reference

2341

4240

Description

Speakers in the Classroom and at School Functions

Distribution of Fund Drive Literature through
Students

Policy History:

Adopted on: July 19, 2012

Reviewed on: December 21, 2017; March 14, 2024

Revised on: January 21, 2021, August 21, 2025

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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

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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.

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

Policy History

Adopted on: July 19, 2012

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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 Schools or his/her designee.

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; January 21, 2021

Reviewed on: December 21, 2017; March 14, 2024

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4420 Visitors to Xavier Charter School Property, Including Sex Offenders

Xavier Charter School recognizes the danger sex offenders pose to student safety. Therefore, the school implements this policy 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

Sample Posted Notice

The School shall post a notice, as required by Idaho Code, that shall be at least 100 square inches, be placed at commonly used entrance to the property, and contain the following statement:

“This property is used by or as a school. Pursuant I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school district at 208.734.3947 or your probation/parole officer for more information.”

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 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 18 years are present and are involved in a school activity or when children are present within 30 minutes before or after a school activity.
2. Loiter on a public way within 500 feet of the property line of school grounds or a school building when children under the age of 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 18 years are present in the vehicle.
4. Reside within 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.

All notices posted, as required by Idaho Code, shall be at least one hundred 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

"This property is used by or as a school. 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 their right to vote in public elections;
4. Is taking delivery of their mail through an official post office located on schools grounds;
5. Has written permission from the Head of Schools and/or designee 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 and/or designee at least 10 days prior to the first visit. In determining whether to grant written permission as provided above, the Head of Schools and/or designee 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 and/or designee will provide a response to the requesting individual with seven days of receipt of the request.

Sex Offender Registry Notification

The Head of Schools and/or 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

The Head of Schools and/or designee shall disseminate sex offender registry information received. The Head of Schools and/or designee 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 and/or designee, 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:

1. Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Head of Schools and/or designee. The Head of Schools and/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 and/or designee shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
2. If a sex offender violates this policy, school officials shall immediately contact law enforcement.

Legal Reference:	I.C. § 18-8323	Public Access to Sexual Offender Registry Information
	I.C. § 18-8324	Dissemination of Registry Information
	I.C. § 18-8326	Penalties for Vigilantism or Other Misuse of Information
	I.C. § 18-916	Abuse of School Teachers
	I.C. § 33-512(11)	Governance of Schools
	I.C. § 33-5210(3)	Application of School Law - Accountability - Exemption from State Rules
	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; December 21, 2017; February 18, 2021;
September 16, 2021; November 16, 2023

Reviewed on: March 14, 2024

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4420F1 Sex Offenders Letter to Outside Employers & Contractors

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; January 21, 2021

Reviewed on: December 21, 2017; March 14, 2024

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 Chair

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

Reviewed on: December 21, 2017; March 14, 2024

Revised on: January 21, 2021

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 and/or designee, 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 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 and/or designee 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 and/or designee 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 Schools or their designee as its executive officer shall become the property of the Board of Education and will comply with all state and federal laws.

Cross References: 2510 & 2510P

Selection of Library Materials

Legal Reference: 20 USC §§ 1681 – 1682

Title IX of the Education Amendments of 1972

Policy History:

Adopted on: July 19, 2012

Reviewed on: December 21, 2017; March 14, 2024

Revised on: January 21, 2021; February 16, 2023

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

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

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.

Donations Regarding National Motto

In accordance with Idaho law, the School is prepared to receive donations to display the national motto as described in Policy 9802.

Cross Reference: 9802 Display of National Motto

Policy History:

Adopted on: July 19, 2012

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

Revised on: November 16, 2023

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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.

Cross Reference: 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

Reviewed on: December 21, 2017; January 21, 2021; March 14, 2024

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4530 Crowdfunding

Xavier Charter School recognizes that crowdfunding is a useful tool to assist teachers and other employees in the procurement of funding for specific projects and/or programs. Crowdfunding campaigns have been used with great success to provide revenues for such benefits as classroom supplies, educational programs and activities, and community advancement. However, Xavier Charter School also recognizes that unregulated use of employee crowdfunding campaigns that are administered on behalf of the school or an individual classroom within the school can subject the school and employees to legal liability.

Purpose

The purpose of this policy is to ensure that crowdfunding campaigns administered by employees in their capacity as Xavier Charter School employees or on behalf of the school or to supplement any school programs are effectively regulated and are appropriately used to further the school's objectives and mission.

Definitions

"Crowdfunding campaign" means the practice of raising funds to meet an advertised goal or need by soliciting funds from a large number of people, typically via the Internet.

Prohibition on Unapproved Crowdfunding on Behalf of Xavier Charter School

Xavier Charter School employees, including teachers, coaches, staff, and paraprofessionals, may not engage in crowdfunding campaigns in their official capacity as a School employee, on behalf of the school, or for the benefit of a school program or activity without obtaining prior written authorization from the Head of Schools and/or grade level principal or designee.

Employees who have not obtained prior written approval pursuant to this policy may not:

1. Solicit funds or items on behalf of Xavier Charter School or a classroom within the school on a crowdfunding website;
2. Give the appearance of soliciting funds or items on behalf of Xavier Charter School on a crowdfunding website;
3. Use Xavier Charter School's name, logo, mascot, or other identifying information in a crowdfunding post;
4. Link to or reference any of Xavier Charter School's websites or social media sites; or
5. Link to or reference any other sites, platforms, or accounts associated with Xavier Charter School.

Absent prior written approval by Xavier Charter School of a crowdfunding project pursuant to this policy, employees are prohibited from providing any information that would lead a reasonable person to conclude that the funds identified on the crowdfunding website are to be used by Xavier Charter School or for any school purpose or program.

Procedures

Employees wishing to utilize crowdfunding for Xavier Charter School purposes or programs are required to obtain written permission to do so by submitting a Crowdfunding Request Form, to the Head of Schools and/or grade level principal or designee. Written permission must be received before launching any crowdfunding web page or effort.

It shall be the responsibility of the Head of Schools to approve or deny all crowdfunding requests. Crowdfunding requests that are incomplete, not submitted in writing, and/or do not meet the requirements of this policy shall not be considered for approval. Information required to be included in the crowdfunding request includes:

1. The name, job title, school, and contact information for the person overseeing the campaign;
2. The crowdfunding website to be used;
3. The items requested and/or the amount of funds targeted to be raised;
4. The classroom, program, and/or activity to be benefited;
5. The exact language that will be included in the post and/or advertising for the crowdfunding campaign; and
6. The start and projected end dates of the post and/or advertising.
7. The reason for funds.

Guidelines for Crowdfunding

1. All crowdfunding campaigns involving classroom materials, projects, or resources must be consistent with Xavier Charter School-approved curriculum;
2. Before the Head of Schools accepts technology related items, the Head of Schools is responsible for confirming acceptability with the coordinator of technology and media services.
3. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and Xavier Charter School policies; and
4. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates.
5. To the extent that physical property and not funds are solicited, such property shall be delivered directly to the Head of Schools and/or grade level principal or designee of the building where the items are to be used and shall be deemed Xavier Charter School property, subject to Xavier Charter School policies concerning the use and disposal of Xavier Charter School property.

Crowdfunding campaigns may not:

1. Include personally identifying information of any Xavier Charter School student or otherwise focus on any identifiable student or groups of students;
2. Include pictures of Xavier Charter School students on the crowdfunding website or post any personal or biographical information about any individual student or students on the website;
3. Reveal any confidential information concerning student academic or disciplinary records, personal confidences, health or medical information, family status or income, or assessment or testing results;
4. Reveal any confidential information about colleagues obtained through employment practices;
5. Disparage Xavier Charter School or any of its buildings, programs, students, or employees or cast the School or any of its employees, students, or programs in a negative light;
6. Be used for personal gain to the teacher or of any individual other than Xavier Charter School-related benefits associated with the campaign's purpose;
7. Result in funds and/or items being provided or delivered directly to the individual who requested the funds;
8. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
9. Violate Title IX or any other applicable state or federal law;
10. Be contingent on additional Xavier Charter School spending or require "matching" funds from the school or another organization;
11. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or
12. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve his or her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by Xavier Charter School.

Requirements for Crowdfunding Sites

All crowdfunding sites that are approved by Xavier Charter School must meet all of the following requirements:

1. The site must be operated by a legitimate corporation or limited liability company with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct; and
2. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted or advertised the fundraising request.

Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, the Head of Schools and/or grade level principal or designee in consultation with the business manager shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved.

Xavier Charter School reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated this policy or was in violation of the crowdfunding site's requirements, policies, or regulations.

Xavier Charter School reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Delegation of Responsibility

The Head of Schools and/or grade level principal or designee shall ensure that procedures and guidelines are in place to monitor all crowdfunding requests. The Head of Schools and/or grade level principal or designee will be responsible for forwarding all information to his or her staff. The Head of Schools and/or grade level principal or designee is responsible for reviewing all crowdfunding requests and determining the appropriate response. The Head of Schools and/or grade level principal or designee shall review any ongoing crowdfunding campaigns to ensure compliance. Xavier Charter School's business manager or designee shall ensure the proper recording and accounting of any funds or items received through a crowdfunding campaign and shall be notified of any unused funds and determine the most appropriate method of expending or returning any unused funds. These duties are intended as a guideline and in no way establish liability on the part of Xavier Charter School if a crowdfunding campaign fails to comply with school policies, state or federal law.

Policy History:

Adopted on: February 20, 2020

Revised on:

Reviewed on: January 21, 2021; March 14, 2024

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4530F Crowdfunding Request Form

Crowdfunding requests must be made via a fully completed copy of this form.

Contact Person

Name: _____

Job Title: _____

Phone Number: _____ Email Address: _____

Campaign Information

Crowdfunding Website to be Used: _____

Target Amount of Fundraising and/or Items Requested: _____

Recipient Classroom, Program, and/or Activity: _____

Campaign Start Date: _____ End Date: _____

Please attach a copy of the exact language to be included in the post and/or advertising for the crowdfunding campaign.

Signature of Applicant

I have read and agree to abide by Policy 4530 Crowdfunding. I understand that I must have the written permission of the Head of Schools and/or grade level principal or his or her designee before I begin this crowdfunding webpage or effort.

Name: _____ Date: _____

Signature: _____

Signature of Head of Schools and/or Grade Level Principal or Designee

Please select one:

_____ I have consulted the coordinator of technology and media service and the coordinator has confirmed the technology-related items the crowdfunding effort seeks to obtain are **acceptable**.

_____ I have consulted the coordinator of technology and media service and the coordinator has deemed the technology-related items the crowdfunding effort seeks to obtain **unacceptable**.

_____ This crowdfunding effort does not seek to obtain any technology-related items.

Please select one:

_____ I, the Head of Schools and/or grade level principal or designee, **authorize** this crowdfunding request.

_____ I, the Head of Schools and/or grade level principal or designee, **decline** to authorize this crowdfunding request.

Name: _____ Date: _____

Signature: _____

Policy History

Adopted on: February 20, 2020

Reviewed on: January 21, 2021; March 14, 2024

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:

1. Has not entered into an express or implied compensation agreement with Xavier Charter School;
2. Is excluded from the definition of "employee" under appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. 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 and/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 designee, and/or volunteer coordinator.

Cross Reference: 3085 Sexual Harassment, Discrimination and Retaliation Policy

Legal References: 29 USC § 201, *et seq.* The Fair Labor Standards Act of 1985
I.C. § 33-130 Criminal History Checks for School District
Employees or Applicants for Certificates or Individuals
Having Contact with Students

Policy History:

Adopted on: July 19, 2012

Reviewed on: December 21, 2017; February 18, 2021; March 14, 2024

Revised on: April 15, 2021

Xavier Charter School

COMMUNITY RELATIONS

4600-F2 Volunteer Assistance

Volunteer Confidentiality

Volunteers may see student records in the course of data entry or other assigned volunteer tasks. To make sure volunteers know the importance of keeping records confidential, the Xavier Charter School requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records, student achievement, student discipline, and student conduct should be considered confidential. Volunteers should not discuss or repeat information learned regarding any of these matters.
2. All personnel records, personnel performance, and personnel discipline and conduct should be considered confidential. Volunteers should not discuss information learned regarding any of these matters.
3. Records should not be left in a place where they can be viewed by others and shall not be shown to others.
4. Copies of records should not be made without administrative approval and should not be shared without administrative approval.
5. Volunteers should not discuss or repeat information or matters observed overheard while in the staff lounge, classrooms, or offices or otherwise learned in a volunteer capacity..
6. Volunteers should not discuss information obtained or personal observations made while in a classroom, hallway, or other location where students attend, such as a student's grade, discipline, disability, or behavior, with anyone other than the student's teacher or the school administrator.
7. Directory information, including students' names, as defined in Procedure 3570P Student Records, and staff names and contact information, and staff names and contact information can only be shared with administrative approval.
8. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and to the Executive Director or designee.
9. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the Executive Director and the staff member who supervises the volunteer.

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

Signature

Date

Xavier Charter School

COMMUNITY RELATIONS

Policy: 4600P1 Volunteer Assistance

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

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

1. Being a community member of good standing and possessing an aptitude/interest for working with students and teachers;
2. Being dependable and of appropriate character to work with students and teachers;
3. Completing a Criminal History Records Check. All volunteers are subject to the background check requirements described in the "Background Check" section of this policy.
4. Reading the Charter School's policy and procedure regarding volunteers; and
5. Completing a Volunteer Application provided by the Charter School.

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

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

Additional Requirements

1. Any volunteer who falsifies information on their application will not be eligible for service;
 2. Volunteers will work with students in areas designated by school staff;
 3. Volunteers will treat all students equally regardless of gender, gender identity and expression, sexual orientation, race, religion, or culture and will refrain from making any comments that can be construed as racist, sexist, homophobic, transphobic, or bigoted;
 4. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products;
 5. Disciplinary issues should be referred to the student's teacher;
 6. Volunteers may not be in possession of or under the influence of alcohol or illegal substances; and
 7. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.
- If a volunteer is unwilling to agree to the requirements of the Charter School's policy and procedure regarding volunteers, the Principal will inform the applicant that they he or she may not perform volunteer services in the Charter School.

Background Check

The Charter School shall conduct, at volunteer's expense, a State criminal records check on all volunteers who:

1. Have any unsupervised contact with students;
2. Have contact with students on a regularly scheduled and/or continuing basis; or
3. Have supervisory responsibility for children at a school site or on school-sponsored trips.

The background check shall include, but not be limited to, a check of the Idaho Sex Offender Registry. No volunteer shall be utilized to supervise students, or be deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required background check. If the background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate will not be recommended.

1. Convicted of any crime against persons;
2. Found to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse; or
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the Charter School application form, their application for volunteer assignment may be rejected.

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

Selection and Placement of Volunteers

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

Supervision

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

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

school. If a volunteer is injured while on school premises or providing volunteer services, they will report this injury to the Executive Director as soon as reasonably possible.

Relationship Between School and Volunteers

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

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the volunteer coordinator or Principal as appropriate.

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

Orientation and Training

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

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school only in a responsible manner.

1. Training at the School should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
2. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
3. All volunteers will be oriented on the following:
 - A. Volunteer guidelines, policies, and procedures;
 - B. Expectations for creating positive school climate;
 - C. Safety and security issues;
 - D. Confidentiality: All communications are to be kept strictly confidential. Information about students may be shared only with the teacher, principal, or guidance counselor of the school;
 - E. Transportation;
 - F. Dress code;
 - G. Sexual harassment; and

H. Blood borne pathogens

4. Volunteers may receive initial training from the Charter School.
5. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the Charter School office or on the Charter School website.
6. At the beginning of each school year, the School may have multiple training sessions at various times of the day. Beginning in October, the Charter School's volunteer coordinator will hold one training session at the Charter School office or at a local school each month.

Duties and Responsibilities

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

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

1. Reading stories to students;
2. Assisting in supervising the loading and unloading of buses;
3. Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;
4. Lecturing on special topics;
5. Assisting with technology;
6. Helping to set up science experiments;
7. Acting as host for school functions;
8. Providing exhibits;
9. Arranging and assisting in field trips;
10. Assisting in supervising playgrounds;
11. Tutoring;
12. Contacting groups of parents by telephone;
13. Organizing parents for special projects;
14. Mentoring; and
15. Participating in business and community partnerships.

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

Termination

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

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the Charter School rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Inability to cooperate and work effectively with site staff and students;
5. Activities that threaten the order or security of the site or the safety of the volunteer;

6. Erratic or unreliable attendance or behavior;
7. Unsatisfactory service;
8. Sexual misconduct;
9. Providing falsified information on the application;
10. Establishing inappropriate relationships with youth served; and
11. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate their services when, in the judgment of the administrator, circumstances necessitate termination.

Legal References

IC § 33-512

IC § 33-5210(3)

Description

Governance of Schools

Application of School Law – Accountability - Exemption from State Rules

Cross References

3085

3085-P(1)

3085-F(1)

5725

Description

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

- Title IX Sexual Harassment Grievance Procedure,

Requirements, and Definitions

Sexual Harassment, Discrimination, and Retaliation Policy

- Sexual Misconduct Reporting Form for Students

Private Service Providers/Consultants