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Legacy Charter School

COMMUNITY RELATIONS **4105**

Public Participation in Board Meeting

The Board of Directors encourages all citizens of the Charter School to express their ideas and concerns. During a time of Health Emergency, the Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time. Such electronically provided input shall be provided to the Board of Directors. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be the Charter School students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. 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 EXECUTIVCE 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 SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

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

1. Teacher or staff;
2. Supervisor, if applicable;
3. Principal, if applicable;
4. Executive Director; then
5. Board of Directors.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

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

Total time allotted for public comment will not exceed (15) minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to Three (3) minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of members of public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives 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 the Executive Director 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 Directors if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to the Executive Director. Materials may be presented 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, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Directors as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. 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 elect not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross References:	§ 4120	Uniform Grievance Procedure
Legal References:	I.C. § 33-512	Governance of Schools

	I.C. § 33-512(11)	Governance of Schools – District Prohibit Entry to School Grounds
Permitted to		
	I.C. § 74-206	Executive Sessions — When Authorized

Policy History
Adopted on: May 21, 2015
Revised on: February 18, 2016
Reviewed on: September 17, 2020

Legacy Charter School

COMMUNITY RELATIONS **4105F**

REQUEST TO ADDRESS THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR 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 SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

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

6. Teacher or staff;
7. Supervisor, if applicable;
8. Principal, if applicable;
9. Administrator; then
10. Board of Directors.

If these channels have been exhausted, this form should be filled out and submitted to the Board Clerk the Friday prior to the meeting.

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

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

You will have the floor a maximum of Three (3) minutes.

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

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.

2. Identify oneself and be brief. Comments shall be limited to Three (3) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than Three (3) minutes.

3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.

4. The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

5. Patrons and community members who are unable to attend meetings in-person, are encouraged to submit public comment in writing. The Board Clerk will provide written comments to the Board during the period of public comment.

<u>Policy History:</u>
Adopted on: September 17, 2020
Revised on:
Reviewed on:

Request to Address the Board

Date: _____

Name: _____(Please Print)

Subject Matter Desiring to Address:

_____

_____

_____

_____

_____

Check if any of the below identified subject matters are matters you wish to address in your presentation to the Board:

[ ] The hiring of a Charter School employee.

[ ] The qualifications of any individual employed/prospective employee.

[ ] The evaluation or performance of any individual employed by the Charter School.

[ ] A complaint or concern about any individual employed by the Charter School.

[ ] A complaint or concern about any student enrolled at the Charter School.

Legacy Charter School

COMMUNITY RELATIONS **4120**

Uniform Grievance Procedure

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

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy, except that any allegation of sexual misconduct against a student shall be addressed in accordance with Policy 3085.

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

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 teacher, counselor, or administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual misconduct against a student should be addressed in accordance with Policy 3085.

Level 2: Administrator

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating the nature of the grievance and the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Administrator 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 Administrator shall investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the Administrator's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Administrator's decision. This request must be submitted to the Board within 15 days of the Administrator'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 Administrator shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Charter School has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Administrator within 30 school business days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Administrator agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Administrator 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: The Board

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

Cross Reference:	3085	Sexual Harassment, Discrimination and Retaliation Policy
	3085P	Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions

Policy History:
Adopted on: May 21, 2015
Revised on: December 19, 2019
Revised on: November 19, 2020
Reviewed on:

Legacy Charter School

COMMUNITY RELATIONS **4120F**

Uniform Grievance Procedure

Concern You Would Like Addressed

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

If the complaint pertains to sexual harassment or sexual misconduct, the concern should be remanded to the Title IX Coordinator to address in accordance with Policy 3085.

Name: _____ **Date:** _____

Mailing Address: _____

Phone Number(s): _____

Subject: _____

_____

_____

_____

Problem: _____

_____

_____

_____

Examples that validate the problem: _____

_____

_____

_____

Results: _____

_____

_____

_____

Suggested Solutions: _____

Response Date: _____

Person Responding: _____

Legacy Charter School

COMMUNITY RELATIONS **4150**

Accommodating Individuals with Disabilities

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

The 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 Administrator is designated the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the Charter School's compliance efforts, recommend necessary modifications to the Board of Directors, and maintain the Charter School's final Title II self-evaluation document and keep it available for public inspection for at least three years after its completion date **[FOR CHARTER SCHOOLS WITH 50 OR MORE FULL OR PART TIME EMPLOYEES]**; and

2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Administrator 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 Administrator, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

The 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 C.F.R. 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 References:	20 U.S.C. §§ 1400 – 1482	Individuals with Disabilities Education Act (IDEA)
	20 U.S.C. § 1415	Procedural Safeguards
	42 U.S.C. §§ 12111, *et seq.* & 12131, *et seq*.	Employment The Americans with Disabilities Act of 1990
	28 C.F.R. Part 35.	Nondiscrimination on the Basis of Disability in State and Local Government Services
	34 C.F.R. § 300.504	Procedural Safeguards Notice

Policy History:
Adopted on: May 21, 2015
Revised on: December 19, 2019
Reviewed on:

Legacy Charter School

COMMUNITY RELATIONS **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 the Charter School shall be afforded to the public. Public access to 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 Charter School records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Charter School office.

The Administrator 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 the Charter School, the custodian of these records, and their physical location. The identified physical location of the Charter School's records is provided in the Retention of Charter School Records Policy. The Public Records Coordinator shall authorize the inspection and copying of the 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, the 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 the 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 the 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 the Charter School;

5. Any estimate prepared by the Charter School that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;

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 the Charter School and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only

statistical data and actual amounts paid in settlement 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 the Charter School for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:

    A. The original data including, but not limited to, numbers, text, voice, graphics, and images;
    B. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
    C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.

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 Privacy Act, Idaho Code, and adopted 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 the Charter School is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;

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, the Charter School shall, to the extent

practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Response to Requests

The 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. The 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.

The Charter School shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the Charter School shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the Charter School shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the 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 the Charter School fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the Charter School denies the 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 the Charter School has reviewed the request or shall state that the Charter School has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the 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

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

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;

2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and

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

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

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

A requester may not file multiple requests for public records solely to avoid payment of fees. If the 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 the Charter School is as follows:

1. The Charter School shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;

2. Copies of public records - 10¢ per page (cannot exceed actual cost) for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;

3. The Charter School will charge for the labor costs associated with locating and copying documents if:

    A. The request is for more than 100 pages of records;
    B. The request includes non-public information that must be redacted from the public records; and/or
    C. The labor associated with locating and copying the records exceeds two (2) hours.

4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the 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 the Charter School shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the Charter School or if there are no attorneys employed by the Charter School than the rate shall be no more than the usual and customary rate of the attorney retained by the Charter School.

6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:

    A. The Charter School's cost of copying the information in that form;
    B. The Charter School's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

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

Cross References:	3570-3570P	Student Records
	4130	Public Access to Charter School Website
	8605	Retention of Charter School Records

Legal References:	I.C. § 33-5204	Nonprofit Corporation—Liability—Insurance
	I.C. § 74-101 *et seq*.	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 2019 (available at https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf)

Policy History:
Adopted on: February 18, 2016
Revised on: February 20, 2020
Revised on: September 17, 2020
Reviewed on:

Legacy Charter School

COMMUNITY RELATIONS **4260F**

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):

_____

_____

_____

_____

_____

_____

Name (Please Print)

Date Records Requested Were Created:

Beginning:

_____

Ending:

_____

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 ten 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 ten 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: _____

Legacy Charter School

RECORDING ON SCHOOL PROPERTY 4305

The responsibilities of the school include but at not limited to:

- Protecting the privacy of students in the educational setting, limiting and controlling audio, video and/or photographic intrusions
- Protecting student "educational records" and student "medical records" as defined per federal law.
- Protecting the morals and health of pupils;
- Prohibiting entrance to and provide for the removal of individuals whose presence or actions disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of pupils;
- Providing employees with a workplace environment, limiting and controlling audio, video and/or photographic intrusions.
- Providing employees with a workplace environment whereby a school employee is better able to maintain their integrity with students, colleagues, parents, patrons and business personnel within the work environment, and limit concern as to recordings/images being taken of them or shared confidential information being unconstrained.
- Providing employees with a workplace environment that allows the school employee to establish and maintain the highest set of ethical and moral principles, to demonstrate an appropriate role model for students, to be protected from the taking of inappropriate images, and to be protected from conduct which is offensive to the ordinary dignity, decency and morality of others.
- Providing employees with a workplace environment that strictly protects and controls non-administratively authorized disclosure of personnel issues and/or personnel records and/or employee medical records or medical conditions without the consent of the subject employee.
- Protecting students and employees from harassment.

In order to assist in meeting these responsibilities, audio and/or video recording and/or, photographing of any other individual(s) present within the parameters of the property of Legacy Charter School, including use of such recording or photograph functions commonly found cellphones, laptops and tablets, other than the specifically enumerated situations addressed in this policy or authorized in writing by the school's administrative office in accordance with this policy, is strictly prohibited.

This prohibition includes recording and/or photographing of students or employees, or student or employee conversations, meetings or conferences with any individual or group without the proper approval as per this policy and the consent of all individuals

being recorded or photographed. Employees should understand this policy as an explicit statement that the employer does **not** consent to nor does it authorize the recording or photographing of any student or employee meeting or discussion without prior authorization or as detailed below. This prohibition includes direct or indirect recording or photographs as well as arranging for any other third person to engage in prohibited acts.

Students should understand this policy as an explicit statement that Legacy Charter School does **not** consent to nor does it authorize the recording or photographing of any student or employee, meeting, class or discussion without prior authorization or as detailed below. This prohibition includes direct or indirect recording or photographs as well as arranging for any other third person to engage in prohibited acts.

Employees and students are prohibited from sharing any audio and/or video recording and/or photograph of any student obtained through the course of employment or enrollment with Legacy Charter School, with any third party in any manner including but not limited to internet sites, social networking, or media, without direct written authorization from the Administration and the student's parent or legal guardian.

Violation of this policy by an employee is just cause for and may result in employee discipline, up to and including possible termination.

Violation of this policy by a student is just cause for and may result in student discipline, up to and including expulsion

Violation of this policy by a patron or parent may result in an action by the board, pursuant to the provisions of the Idaho Code, to exclude an individual from being present on the school. The authority of the Board in this regard may be delegated to the Superintendent via policy or board directive, noted in the school's Board Meeting minutes.

Designated events or activities where recording or photographs, as noted, are permitted:

1. Audio and/or video recordings and/or photographs of Open Sessions of Public School Board Meetings.
2. Audio and/or video recordings of Executive Sessions of School Board Meetings when law indicates or the Board deems it is appropriate to record a hearing, informal review, grievance or discussion.
3. Audio and/or video recordings or photographs of school student programs or student performances so long as such action is not disruptive to the other individuals present or otherwise prohibited.
    a. The Administration has been delegated, through this policy, the authority to stop or limit an individual from recording or photographing a school

student program or student event if the Administration deems the conduct of recording or photographing to be a disruption to others present or the student participants and/or in a situation where a parent has opted out of their child's photograph or image being included in the school's definition of directory information.

4. Video recordings of isolated classroom instruction, as per the school's professional employee evaluation program and classroom recording only for this evaluative purpose.
    a. Video recordings of students conduct may be conducted in order to address or document student misbehavior. When a teacher believes that such an action is necessary, the teacher shall discuss this concern with the principal prior to engaging in the recording activities.
5. Recording devices as approved for a medically documented reasonable medical accommodation for an employee.
6. Recording devices approved for a student's accommodation as per an IEP, a Section 504 Plan or an Individualized Student Healthcare Plan.
7. Audio and/or video recordings and/or photographs of commemorative student events such as student awards or graduation.
    a. The Administration has been delegated, through this policy, the authority to stop or limit an individual from recording or photographing a school commemorative student event if the Administration deems the conduct of recording or photographing to be a disruption to others present or to the student participants and/or in a situation where a parent has opted out of their child's photograph or image being included in the school's definition of directory information.
8. Audio and/or video recordings and/or photographs of commemorative employee events such as awards or retirements as long as the employee subjected to the recording or photographing has granted permission to record or photograph.
9. Photographs for school sponsored yearbooks, newsletters, newspapers; official school photographs; photographs for co-curricular or extra-curricular organizations/teams; photographs for employee or student identification cards; and photographs for official school records contained in student or personnel files.
10. Audio or video recordings or photographs from school installed safety cameras.
11. Administratively approved class projects or components of the school's curriculum involving audio and/or video recording and/or photography.

Other than the situations specifically enumerated above, should an individual seek to audio or video record or photograph any other individual on school property, the following procedures are required:

1. The individual making the request must do so to the school's administration, in writing, within three (3) days advance notice of the date the individual seeks to record or photograph.
    a. The administration is granted discretion, through this policy, to waive the three (3) day requirement and/or written request requirement in situations whereby the administration believes such waiver to be appropriate.
2. The individual making the request should do so in writing and should identify the following:
    a. What they want to record or photograph.
    b. What date and approximate time they want to record or photograph.
    c. What means they are seeking to use to record or photograph.
    d. Why they are making this request.
3. The Administrator shall provide a written response either granting or denying this request.
    a. In reviewing this request, the considerations shall include but not necessarily be limited to:
        i. Whether or not the Administration deems the request to serve a specific educational, business, school family or community purpose;
        ii. Whether the recording and/or photographing can be done without unacceptable disruption to the educational environment, privacy of students and privacy of school employees;
        iii. Whether the recording and/or photography harass, intimidate or annoy any student, employee or other individual;
        iv. Whether the recording and/or photography trigger any concerns about the collection of disclosure of any confidential or private information.
4. The Administrator's decision shall be final and accordingly, a decision to grant or deny a request is at the sole discretion of the school's administration.
5. The Administrator's decision may include limitations or conditions. Such limitations or conditions must be followed or the Administrator may stop the previously approved recording/photographing.

Authorities:

Family and Educational Rights Privacy Act
Idaho Code § 33-512
Code of Ethics for Idaho Professional Educators

Policy History:

Adopted on: November 15, 2012
Revised on: February 14, 2023
Revised on: April 18, 2024

Visits to School Property by Sex Offenders

The Charter School recognizes the danger sex offenders pose to student safety. Therefore, the School implements this policy in an effort to protect students while under the control and supervision of the Charter.

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

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 entrances to the property, and contain the following statement:

"This property is used by or as a school. Pursuant to IC § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school district at 208-467-0947 or your probation/parole officer for more information."

Prohibitions

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, or upon other properties posted with a notice that they are used by a school, 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; or

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.

Items 1 and 2 from the list above shall not apply when the person:

A. Is a student in attendance at the school;
B. Resides at a state licensed or certified facility for incarceration, health care, or convalescent care;
C. Is exercising their right to vote in public elections;
D. Is taking delivery of their mail through an official post office located on school grounds;
E. Has contacted the Charter School Office annually to obtain written permission from the Charter School to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
F. 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: These provisions are 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 Charter School at least ten work days prior to the first visit. In determining whether to grant written permission as provided above, the Charter School may, in its 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 Charter School will provide a response to the requesting individual within seven days of receipt of the request.

Sex Offender Registry Notification

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

Staff Notification

At a quarterly meeting, the Administrator or designee shall disseminate sex offender registry information received. The Administrator 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 whether a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the Administrator 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. Employees who share registry information with others may be disciplined.

Enforcement

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

As circumstances warrant, the Charter School's administrators shall take appropriate action to enforce this policy.

If a sex offender violates this policy, Charter School officials shall immediately contact law enforcement.

Legal References:	IC § 18-916	Abuse of School Teachers
	IC § 18-8323	Public Access to Sexual Offender Registry Information
	IC § 18-8324	Dissemination of Registry Information
	IC § 18-8326	Penalties for Vigilantism or Other Misuse of Information
	IC § 18-8329	Adult Criminal Sex Offenders – Prohibited Access to School Children
	IC § 33-512(11)	Governance of Schools – District Permitted to Prohibit Entry to School Grounds
	IC § 33-5210(3)	Application of School Law - Accountability - Exemption from State Rules

Policy History:
Adopted on: May 15, 2014
Revised on: August 19, 2021
Revised on: July 20, 2023
Reviewed on:

Legacy Charter School

COMMUNITY RELATIONS **4420F1**

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

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

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is: http://isp.idaho.gov/sor_id/

State law prohibits a sex offender from:

5. Being on or remaining on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present with thirty (30) minutes before or after a scheduled school activity.
6. 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 for a school activity, or when students are present thirty (30) minutes before or after such activity.
7. 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.
8. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

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

You need to immediately return this letter with the blanks completed to the principal's office where your child is enrolled. This letter must be completed and returned to the school at least ten (10) days before your first anticipated visit to the school. If you have children attending more than one school, you must complete this form for each school. The Charter School will crosscheck responses with the list the Charter School receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

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

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

Student's Name (please print)	School
Name of Parent/Guardian (please print)	Date
Signature	Date

- At least once annually you need to obtain advance written permission to visit school property. Once written permission is obtained for the year, you will not need to obtain advance written permission for each individual visit, though you must comply with the procedures outlined in this letter, Charter School policy, and with state and federal law.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

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

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

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

Legacy Charter School

COMMUNITY RELATIONS **4420F(2)**

Sex Offenders

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

Dear Employer/Contractor:

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

9. 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.
10. 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.
11. 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.
12. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

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

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

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

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the Principal's secretary that you need to make an entry on your record of school visits.

This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

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

_____

Name of School that the Convicted Sex Offender Will Be Accessing

_____ _____

Name of Convicted Sex Offender (please print) Date

_____ _____

Signature Date

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

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Policy History:
Adopted on: May 15, 2014
Revised on:

Legacy Charter School

COMMUNITY RELATIONS **4421**

Visitors to and Conduct on School Property

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

Visitors are welcome on school property provided their presence will not be disruptive. Students are to be at school for educational purposes and the school setting and the school day is not a proper time to simply visit or allow for unapproved contact with a student of the Charter School. In general, contact with non-school personnel will normally not be permitted.

All visitors, including parents of students (unless otherwise exempted), must initially report to the building principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

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

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface Charter School property;
4. Violate any Federal law, Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products including but not limited to smokeless tobacco in any form, electronic or vaporizing smoking devices or delivery systems;
6. Consume, possess, distribute or be under the influence (pursuant to a layman's definition and not a legal definition) of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized Charter School employee's directive;

10. Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
11. Violate other Charter School policies or regulations, or an authorized Charter School employee's directive.

No person shall disrupt or obstruct any school program, activity, meeting or threatens to do such, or commit or threaten to imminently commit, or incite 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, invitee of the Charter School,

Enforcement

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

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

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the principal or designee.
- The principal 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 principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If the person persists and refuses to leave the school property, law enforcement shall be contacted.

Legal Reference: I.C. § 18-916 Abuse of School Teachers

Policy History:
Adopted on: May 15, 2014
Revised on: May 21, 2015

Legacy Charter School

COMMUNITY RELATIONS **4422**

Attendance at School-Sanctioned Events

Doors will open at least 30 minutes prior to the start of all school sanctioned programs and open houses for kindergarten through eighth grade classes.

Policy History:
Adopted on: September 21, 2023
Revised on:

Legacy Charter School

COMMUNITY RELATIONS **4520**

Public Gifts/Donations to School - Parent Teacher Organizations (PTO) and Parent Teacher Associations (PTA)

Theoretically parent teacher organizations may be a valuable resource to schools. However, the Charter School does not have a Parent Teacher Organization (PTO) or Parent Teacher Association (PTA) that is formally affiliated with the Charter School. The Charter School's failure to formally affiliate with any PTO/PTA is due to honoring the principles of the Harbor Method.

Any PTO/PTA that may exist is a private entity and legally separate from the Charter School. Any such entity is responsible for its own corporate/business status as well as any other operational and legal requirements. Any such entity has no administrative, operational or governance authority over the Charter School. The Charter School is not responsible for and is not liable for any action or inaction of any PTO/PTA.

Fund-Raising

Any fund-raising activity that in any manner involves the activities of students/staff during the school day or involves the use of any school property must be pre-approved by the Charter School Administrator. In no manner shall any fund raising activity disrupt the educational environment of the school or the student's educational activities.

Absent specific written Administrative and Board pre-authorization, the Charter School shall only support one (1) school-related fund raiser conducted each school year. Associated with such fundraising activity shall only be a single letter home to alert the parent of the fundraiser and any logistical information they may need associated with the fundraiser. Any proceeds associated with any fundraising activity shall be maintained in a separate fund.

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

The use of the Charter School's name, logo, or mascot by any organization be pre-authorized by Charter School's Administrator and the Board, in writing.

The Administrator and/or the Board of the Charter School may revoke authorization if the Administrator and/or Board determines that the organization's use of the name, logo or mascot is no longer in the best interest of the Charter School. The Administrator, Board or designee will notify the organization in writing of the revocation of this authority.

Gifts and Donations to the Charter School

Gifts, donations, grants and/or bequests will be accepted by the Charter School if determined appropriate by the Board of the Charter School, in consultation with the School Administration and any other designee as determined by the Board.
The term "gift" or "donation" includes any and all funds raised by any organization on behalf of the Charter School. Accordingly, the provisions of this policy shall apply to funds raised on behalf of the school by a third party organization such as a PTO/PTA.

In consideration of whether or not a gift, donation, grand and/or bequest will be accepted the following shall be considered:

1. The acceptance of the gift, donation, grant and/or bequest does not remove any degree of control of the Charter School from the Board.
2. The availability of funding in the Charter School's budget to install and/or maintain donated gift, donation, grant and/or bequest (i.e.: playground equipment), in both the long and short term.
3. Such gift, donation, grant and/or bequests are in compliance with all safety requirements of the Charter School.
4. Acceptance of such gift, donation, grant and/or bequest shall not result in any discriminatory outcome and/or violate any regulation of the IHSAA.
    - For example, no gift, donation, grant and/or bequest shall create a vast difference in benefits or services to female and male athletes and/or students. The Charter School must ensure that any gift, donation, grant and/or bequest contribution does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.
5. Acceptance of such gift, donation, grant and/or bequest shall not result in the violation of any state or federal law, rule or regulation.
6. Whether or not the gift, donation, grant and/or bequest meet an educational purpose of the Charter School, given the Charter School's policies, goals, mission and vision, remaining consistent with the Principles of the Harbor Method.

Additional factors may be considered by any respective Board and/or the School's Administration and/or designee as determined to be appropriate in any particular situation.

The Charter School reserves the right to accept or decline any proposed gift, donation, grant and/or bequest.

Propositions giving gift, donation, grant and/or bequests to the Charter School with a "matching agreement" or restriction are discouraged and generally not acceptable.

Anyone contemplating presenting a gift, donation, grant and/or bequest to the Charter School is encouraged to discuss, in advance, with the Charter School Administration what gift, donation, grant and/or bequests are appropriate and needed by the Charter

School. Any organization desiring to conduct a fundraiser for the benefit of the school should communicate with the school in advance of engaging in any fundraiser.

Any gift, donation, grant and/or bequest accepted by the Charter School shall become the property of the Charter School. In subsequent years, while the intent of the gift, donation, grant and/or bequest will be considered, the Charter School reserves the right to modify the use if the needs of the students or the Charter School change.

Policy History:
Adopted on: September 9, 2014
Revised on: