

COMMUNITY RELATIONS

Hayden Canyon Charter School

4105 Public Participation in Board Meeting

The Board of Directors encourages all citizens of the Charter School to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be 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 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, 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. Director, if applicable;
4. Administrator; 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 Thirty (30) Minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to Five (5) minutes. Public comment will be taken 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 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 Directors 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 Directors.

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 Reference: 4120 Uniform Grievance Procedure
4320 Disruption of School Operations

Legal Reference: I.C. 33-512 (11) Governance of
Schools
I.C. 74-206 Executive Sessions When Authorized

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

4105F Request to Address the Board

REQUEST TO ADDRESS THE BOARD

NOTICE

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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:

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

If these channels have been exhausted, this form should be filled out and handed to the Board Clerk prior to the beginning of 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 Five (5) 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 5 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 an additional 5 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.

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 public 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.

4130 Public Access to Charter School Website

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

The 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.

The 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.

The Charter School shall also make available to the public on its website its Student Data Privacy and Security policy.

Notice of negotiations sessions between the Charter School and any local education organization shall be posted on the front page of the School's website. This shall be done at the earliest time practicable for the Charter School. The Charter School shall also make available to the public on its website any current master collective bargaining agreement approved by the Board.

The Charter School shall make available to the public on its website the posting of District expenditures that is easily accessible from the main District 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.

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

1. The name and location or address of the entity receiving monies;
2. The amount of expended monies;
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.

The 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 the Charter School's records retention policy.

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

Legal Reference: Title 9, Chapter 3 Public Records
 I.C. 9-339 Response to Request for Examination of Public Records
 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. 33-1273A Negotiations in Open Session

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

4140 Visitors to the Schools

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

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

Visits to individual classrooms during instructional time shall be permitted only with the Administrator's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference/prep time.

Loitering / Unauthorized Persons

The Administrator has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of school policy may lead to removal from the building or grounds and denial of further access to school buildings or grounds.

Employees shall report to the Administrator any person loitering on or near the school building or school grounds. The Administrator may request such unauthorized individual to leave or remove him/her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal.

Unauthorized persons loitering in, about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Cross Reference:

4320 Disruption of School Operations

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

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 schools that do not receive Title I funds are those regarding student privacy.** The notices described in this policy 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, the school shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the 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:** The school must provide parents the following 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, the school shall notify the parents of each student that the parents may request, and the school will provide the parents in a timely manner, information regarding any state or 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:** The school shall make widely available through public means (including by posting in a clear and easily accessible manner on the school’s website and, where practicable, on the website of each school served by the school) for each grade served by the 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 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:** The school shall, not later than thirty (30) days after the beginning of the school year, inform a parent of an English learner identified for participation or participating in such a program of:
 - a. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
 - b. The child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement;
 - c. The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - d. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - e. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - f. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
 - g. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
 - h. Information pertaining to parental rights that includes written guidance:
 - i. Detailing the right of parents to have their child immediately removed from such program upon their request;
 - ii. Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and

- iii. Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
2. **Program Notice During Xchool 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, the 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:** The 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.

Persistently Dangerous Schools

A “persistently dangerous school” is defined as a school which, for three consecutive years, meets the following criteria:

1. In each of the three consecutive years, there is one instance of: suicide; sexual offense; or kidnapping; or
2. The school exceeds an expulsion or student conviction rate of: 1 % of the student body; or three students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at a school sponsored event while school is in session.
3. For the purposes of this definition, a “violent criminal offense” is defined as conduct which could be charged as a felony or misdemeanor involving the threat of or actual physical injury, a sexual offense, homicide, rape, robbery, aggravated assault, aggravated battery, stalking, first degree kidnapping or aggravated arson.

If a school is identified by the state as a “persistently dangerous school,” the Administrator, or designee, shall ensure the following actions are accomplished in a timely manner:

1. Notify the parents of all students attending the school that the state has identified the school as persistently dangerous. Notification to the parents must occur within ten school days from the date the state provided such notice to the school.
2. Offer all students in such school the opportunity to transfer to a safe public school. If there is no other school, the school is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students. The offer to transfer students should occur within 20 school days from the time the school received notice from the state.
3. For those students who accept the offer, the transfer should be completed within 30 school days from the date the school notified the affected parents.
4. Parental notification regarding the status of the school and the offer to transfer student may be made simultaneously.
5. For student(s) choosing a transfer:
 - a. Students should be transferred to a school that is not identified as being in need of improvement, corrective action, or restructuring.

- b. Transfers may be temporary or permanent, but must be in effect as long as the school is identified by the state as persistently dangerous.
- c. In the event there is no other qualifying school to accept the transferring student(s), the Administrator should explore other options, such as an agreement with a neighboring district to accept the student(s). (See, Idaho Code §§ 33-1402, 331404.)

School Intervention Action Plan: For any school identified as “persistently dangerous” for two consecutive years, the school shall identify the problems and implement a written intervention action plan to ensure a safe school environment for students, faculty, and other school employees. Within 30 days of being notified, the intervention action plan shall be submitted to the State Department of Education (SDE) for approval. SDE will monitor the school progress.

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 Administrator 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 Administrator 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: 2385 Limited English Proficiency Programs
 2100 Curriculum Development and Assessment
 2140 Student and Family Privacy Rights
 2385 Limited English Proficiency Programs
 2420 Parent and Family Engagement
 3000 Entrance, Placement, and Transfer
 3060 Education of Homeless Children

Legal Reference: 20 U.S.C. § 6311et seq. State Plans
 20 U.S.C. § 6312(e) Parents Right to Know
 20 U.S.C. 1414(d) Individuals with Disabilities Education Act
 20 U.S.C. 6318 Parental Involvement, as amended by ESSA of
 2015
 20 U.S.C. § 6321 Fiscal Requirements
 20 U.S.C. § 7912 Unsafe school Choice Option
 20 U.S.C. §§ 1232g, et seq., Family Education Right to Privacy Act

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

4210 Community Use of Charter School Facilities

School facilities are available to the community for education, civic, cultural, and other noncommercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the Charter School's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs as specified on the fee schedule chart (421 OF). The Principal/Administrator shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Principal/Administrator's approval and is subject to the procedures as outlined in the Charter School Policies.

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

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the administrative office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Principal/Administrator's office.

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

Legal Reference: I.C. 33-601 Real and personal property — Acquisition, use or disposal of same.

I.C. 33-602 Use of school property or buildings for senior citizen centers

Lamb's Chapel v. Center Moriches Union Free School Dist., 1 13 S.Ct. 2141

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

4210P2 Facilities Use Agreement

Organization or Individual Requesting Facility Use (Herein referred to as the Lessee):

Type of Organization (circle one):

Student Organization Individual, Family or Group

Local Business Home School Group

School-Support Athletic Organization

Organization

Non-Profit Organization For-Profit business or organization

Upon the full execution of this Rental Usage Agreement (the "Agreement") by all parties, the following described portion of the HAYDEN CANYON CHARTER facilities is hereby rented to the LESSEE according to the following schedule and terms:

Facility Resource Requested

Dates and Hours of Requested Use:

A statement of the nature of the function to be held:

Is admission to be charged? _____ Is a free will offering to be taken? _____ Is _____ the function to be open to the public or will it be restricted? _____ Number of people expected at the event: _____

Resources to be rented and fees calculated: see fee schedule 4210F for rates

Item #	Description	Hourly/daily rate	x # of hrs/days	= subtotal

			Total fees:	

No Animals. Other than service animals, LESSEE shall not bring or allow onto the premises any animal of any kind for any reason.

No assignment or subletting of any interests under this agreement, without prior written permission of the Principal/ Administrator and Board of Directors which they may withhold for any reason.

Time of Essence. All times provided for in this Agreement or in any other instrument or document referred to herein or contemplated hereby, for the performance of any act will be strictly construed, it being agreed that time is of the essence of this Agreement.

Rent

The requesting organization or individual (herein referred to as the lessee) agrees to pay HAYDEN CANYON CHARTER any rent assessed at least 10 days in advance. Fifty percent (50%) of the rental fee with a minimum of \$100 will be paid to HAYDEN CANYON CHARTER when the Facilities Use Agreement is signed, with the exception of activities which are one day or less. The remainder of the rental fee shall be paid halfway through the time period of the agreement, or in thirty days, whichever is sooner. In addition, a cleaning deposit of \$200 shall be paid at signing, half of which is refundable if cleaning conditions are met. For one day or shorter rentals, the entire total of fees including a \$50 cleaning deposit shall be paid in full at time of signing the agreement, and half of that cleaning deposit may be refunded if terms of agreement are met. If the conditions of the agreement are not met, the deposits will not be refunded. The renter may waive inspection rights, but in the event the building, or any portion thereof, or any fixtures or equipment located on the premises are damaged, sold, taken or destroyed as a result of the use of the building, the approved individual or organization shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises and will at his/her own expense repair and/or replace all such damaged or destroyed property. The amount of damages and acceptable method of restoration shall be determined by the Principal/Administrator and the HAYDEN CANYON CHARTER Board of Directors. Any returned check fees assessed by the bank, plus \$15 processing fees charged by HAYDEN CANYON CHARTER per occasion will be the responsibility of the lessee. Lessee will not occupy the premises beyond the above mentioned time or an additional charge between \$20-\$40 per hour for each hour over authorized time per this agreement will be assessed, which amount shall be determined by the administrator. All fees including those assessed by other entities such as returned check fees have the same late payment requirement of five days or turnover of key mentioned above. Upon termination of agreement, any keys in

possession of LESSEE shall be immediately returned to the HAYDEN CANYON CHARTER Administrator.

Late Payment Fees

Lessee agrees to pay \$10/day for every day past the payment due date, for every occurrence in which payment is late. After five days past due, the tenant will be required to turn in the key to the facility until payment is made.

Indemnification

The lessee, by signature below, hereby guarantees that the (lessee) shall indemnify, defend and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney's fees), damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization or

Additional Obligations:

Representative of Requesting Organization: _____ Date _____
: _____
Administrator: _____ Date _____
: _____
Kitchen/Lab Supervisor _____ Date: _____

Signatures:

Board Chair _____ Date: _____
Athletic Director _____ Date: _____

Procedure Histor:
Adopted on: 9/13/2012
Revised _____ and _____ Adopted _____ on:

Hayden Canyon Charter School

4420 Sex**Offenders**

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

Visitors to and Conduct on School Property

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

Visitors are welcome on school property provided their presence will not be disruptive. All visitors, including parents of students (unless otherwise exempted), must initially report to the front office. Any person wishing to confer with a staff member must contact that staff member by telephone or email 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 Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized Charter School employee's directive;
10. Engage in any risky behavior, including rollerblading, roller skating or skateboarding;
or
11. Violate other Charter School policies or regulations, or an authorized Charter School employee's directive.

Convicted Sex Offender

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

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

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

Sample posted notice:

"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) 939-5400 or your probation/parole officer for more information."

Provided, however, the sections immediately above shall not apply when the person:

1. Is a student in attendance at the school; or
2. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
3. Is exercising his or her right to vote in public elections;
4. Is taking delivery of his mail through an official post office located on school grounds;
5. 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
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: 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 (10) 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 individuals access to the property, or any other factor. The Charter School will provide a response to the requesting individual within seven (7) days of receipt of the request.

Sex Offender Registry Notification

The Administrator or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as the Charter School. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho 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 shall disseminate sex offender registry information received. The Administrator 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 Administrator, 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 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 administrator 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 Administrator or designee.
- The Administrator or designee will request that the person act civilly or otherwise refrain from the prohibited conduct.
- If the person persists with uncivil or prohibited behavior, the Administrator shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

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

Legal Reference: I.C. 18-8323 Public Access to Sexual Offender Registry Information
 I.C. 18-8324 Dissemination of Registry Information
 I.C. 18-8326 Penalties for Vigilantism or Other Misuse of Information
 I.C. 18-8329 Adult Criminal Sex Offenders — Prohibited Access to
 School Children
 I.C. 18-916 Abuse of School Teachers
 I.C. 33-512(11) Governance of Schools

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

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:

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

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

You need to immediately return this letter with the blanks completed to the Administrator'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 school's secretary that you need to make an entry on your

record of school visits. This record will be kept on file in the Administrator'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 Administrator's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the Administrator's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

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

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

If permission is granted, the Administrator, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

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

A convicted sex offender who is not a parent/guardian of a student enrolled in the Charter School must complete this form in order to seek permission to visit school property whenever students are present. This form must be provided to the Charter School 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 office as well as in the Administrator'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

Signature (Administrator, Designee, or Board Chair)	Date
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Visit Supervision:

Time In:	Time Out:
The following is to be completed by Charter School personnel only:	
<input type="radio"/> Permission Granted	<input type="radio"/> Permission Denied

Signature of Supervisor (Administrator or other certified employee)	Date
<u>Policy History:</u>	

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

4420F2 Sex Offenders

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

Dear Employer/Contractor:

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

1. Being on or remaining on the premises of a school building or school grounds, 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 are involved in a school activity or when children are present within thirty (30) minutes before or after a scheduled 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 for a school activity, or when students are present thirty (30) minutes before or after such activity.
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 Administrator'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 Administrator 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 school'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 Administrator'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

- At least once annually you need to obtain advance written permission for you 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, 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 Administrator 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 Administrator's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the Administrator's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Policy History:

Adopted on: March 14, 2019

Revised on:

Hayden Canyon Charter School

4520 Soliciting and Accepting Grants or Donations

Prior to seeking any grant or donation on behalf of the Charter School, an applicant must obtain prior approval from the 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 Administrator.

Prior to finalization of any grant or donation associated with the Charter School and/or its students, all requests for grants or donations must be approved by the Administrator. 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 Charter School funding, the Administrator 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 Administrator to a committee in the same manner as requests to make donations that will affect a building's physical structure.

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

1. Conformance with the Charter School's policies, goals, and objectives;
2. Conformance with the Charter School's Bylaws, Charter and Performance Certificate;
3. The Charter School's instructional priorities, strategies, and standards;
4. Equity in funding;
5. Conformance to Charter School governance and decision-making procedures of the Board and administrative staff;
6. Provision of value or benefit that is greater than the obligation under the grant award;
7. Lack of conditions that would divert efforts away from the Charter School's primary mission;
8. Conditions that obligate the Charter School to engage in specific actions or obligations;
9. Any financial impact upon the Charter School associated with required additions of Charter School funds to the grant activity, and
10. 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.

Policy History:

Adopted on: January 21, 2020

Revised on:

Hayden Canyon Charter School

4600P Volunteer Assistance Procedures

The Charter School supports and encourages volunteers in our school. Volunteers work in cooperation with the Charter School to help meet the needs of children and the Charter School staff. The final decision to accept or reject a volunteer applicant rests exclusively with the Administrator 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 for and interest in 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 must complete a Criminal History Records Check supplied by the Charter School prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his or her criminal background will not be eligible for service;
4. Reading the Charter School's policy and procedure regarding volunteers; and
5. Completing a Volunteer Application provided by the Charter School.

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

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 school 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 his or her 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 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 Administrator will inform the applicant that he or she may not perform volunteer services in the Charter School.

Background Check

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

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

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, his or her application for volunteer assignment may be rejected.

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

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the Administrator who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions

regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the Administrator.

Supervision

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

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

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

Relationship Between Schools and Volunteers

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

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

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

Orientation and Training

The Administrator or 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 consistent with their tasks and existing Charter School standards. This training shall be developed under the leadership of the Administrator.

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 Charter 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 Administrator.

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 set up science experiments;
7. Acting as host for school functions;
8. Providing exhibits;
9. Arranging and assisting on 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.

Orientation

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

1. Training should not be held simultaneously with Charter School-sponsored functions. Volunteers should not have to choose between attending a Charter School function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a Charter School-sponsored event;
2. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines, and procedures;
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;
 - c. Confidentiality: All communications are to be kept strictly confidential. Information about a student may be shared only with the teacher, Administrator, or guidance counselor of the Charter School;
 - d. Transportation;
 - e. Dress code;

- f. Sexual harassment; and
 - g. Blood borne pathogens
4. Volunteer training dates will be posted at the Charter School office or on the Charter School website; and
 5. Beginning in October, the Charter School's volunteer coordinator will hold one training session at the Charter School office each month.

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; or
11. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his or her services when circumstances, in the judgment of the Administrator, necessitate termination.

Policy History:

Adopted on: March 14, 2019

Revised on: