

Board Policy Manual

Academia Antonia Alonso
July 9, 2014



BOARD POLICY MANUAL

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ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Board Governance and Operations	Policy Number: 101	Policy Title: Function of the Board	
Adopted:	Date Revised:		Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.			
Purpose: To inform stakeholders of the role of the Board of Education			

The governing body of the school shall be the Academia Antonia Alonso Board of Directors. The board members, acting as a group, shall provide oversight of the school, determine policy, and adopt rules and regulations for the school's general supervision as outlined in state and federal law, and the rules of the State Board of Education.

The authority of individual board members is limited to participation in actions taken by the board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by actions or statements made by individual board members except when such statement or action is a result of a specific instruction and official action of the Board as a whole.

The School Leader, appointed by the Board, shall be responsible for the day to day operations of the school, for implementing board policies, and for interpreting policies to staff, students, and the public.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Board Governance and Operations	Policy Number: 102	Policy Title: Board Policy Development
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To define the process for developing and adopting school policies.		

Policy Development

The Board shall appoint a standing policy committee to include, at minimum, the School Leader, a representative from the school's Charter Management Organization, a teacher employed at the school, a parent/guardian of a student enrolled in the school, and a 'floating' member with expertise in the area of the specifically proposed Board polic(ies).

The process for the development of board policy shall include:

- The Board shall determine the need for development of new policy language or revisions to existing policy. Individual Board members may submit policy revisions or new policies for Board consideration.
- The Board shall assign the task to the Board Policy Committee, unless it is determined that a special task force is required.
- The draft policy developed by the Board's Policy Committee (or special task force) shall be submitted for review by legal counsel and other staff, as appropriate.
- The School Leader shall submit the final draft to the Board for a first reading.
- The Board shall seek input on the policy from the school's community. A deadline shall be set for such input.
- The draft policy and all written input shall be considered by the Board at their next monthly meeting.
- As deemed necessary, the Board may expedite, modify or waive these steps if time constraints require quick action by the Board.

Nothing in the policy restricts the Board's statutory authority to establish any policy deemed appropriate for the orderly operation of the school.

Following the adoption of the policy, the School Leader shall insure that it is properly codified and distributed throughout the school community, and develop administrative regulations – as appropriate – for policy implementation.

The Board shall ensure that all policies are available to students, parents and the public through continuous accessibility.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Board Governance and Operations	Policy Number: 103	Policy Title: Non-Compensation of Board Members
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish policy regarding non-compensation / allowances for Board members of Academia Antonia Alonso.		

Board members will receive no salaries for services rendered. Allowances for expenses, incidental to the performance of duties or to management growth and development of a Board member, may be authorized by Board action consistent with the school's accounting procedures and Delaware law.

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Board Governance and Operations	Policy Number: 104	Policy Title: Code of Ethics
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso to all members of the general public, and to all school employees.		
Purpose: To establish policy regarding ethical beliefs of all Board members of Academia Antonia Alonso		

All members of the Academia Antonia Alonso Board of Directors shall subscribe to the following ethical beliefs:

- All members of the school's community have entrusted the Board with the educational development of all students enrolled at the school.
- Board members have no legal authority individually.
- Board members must make every effort to interpret and translate into reality the collective educational philosophy of the school's community members.
- The first concern of the Board must be the best interest of *all* students.
- The future welfare of the community, state, and nation depends on the quality of education provided by the public schools to meet the needs of every student.
- The Board must take the initiative in informing community members about the school, and the resources needed to provide a quality school.
- The Board members' responsibilities must not be ceded to other persons or groups.
- The Board's primary function is to establish the policies under which the school will function. The authority for the administration of the educational program and the conduct of school business is delegated to the School Leader.
- School community members must have input on Board policy and school operations.
- Board members shall not be placed in a position of conflict of interest and shall not use their Board positions for personal or partisan gain. No Board members shall be employed by or engage in any business with the school, nor use any personal influence to secure special favors or treatment.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Board Governance and Operations	Policy Number: 105	Policy Title: Conflict of Interest
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to Board members and employees of Academia Antonia Alonso.		
Purpose: To establish guidelines for employees and Board members that define conflict of interest and to promote integrity in the conduct of business in compliance with regulations and laws.		

The Board adopts as its policy the State Code of Conduct which is applicable to school employees and Board members.

Solicitation and Acceptance of Gifts

Neither a board member nor an employee of the school is permitted to use his/her position to solicit for personal benefit gifts, tips, donations, business favors, or other special considerations of economic value from students, their families, employees, visitors, vendors, business firms, or other outside representatives. Prudent judgment should be utilized in accepting any item or service.

Advertising, Soliciting, and Selling to Students

School employees and board members shall not advertise or sell any items for personal gain to students on school property during the normal school day.

Product Endorsement

The school's name shall not be used to endorse or recommend any particular product or service without the express permission of the school leader. Any such recommendation, if permitted, may not bring financial or material reward to the employee or board member.

Contracting with the School

In determining whether a contract must be bid pursuant to §5805(c) of the State Code of Conduct, the dollar limitation on contracts with the school includes the expenditure of school funds.

Use of School Property

School property (including school supplies, equipment, and motor vehicles) shall not be used by employees or board members for personal purposes.

Supplementary Employment

An employee engaged in supplementary employment shall not allow activity to affect job performance adversely.

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Political Activities

Political activity on school premises during the normal in-school work day is prohibited, except in conjunction with a teaching function. Political activity includes advocating, in any manner, the election of any candidate for public office or distributing political campaign literature. Employees engaged in political activities or political issues outside the work responsibilities may not promote themselves as representing the position of the school. During the scheduled work day when schools are used as polling places, the prohibitions on political activity are lifted for board members and employees who are not scheduled to work so they may participate in the political process.

Employees on Leave

An employee on leave from the school may not be employed by the school in any other capacity during the leave.

Preferential Treatment

Preferential treatment in hiring or other personnel actions shall not be extended to relatives, board members, employees, or other persons affiliated with the school. Former members of the Board shall not be employed by the school for two years after discontinuing service. Current members of the Board shall not be employed by the school.

Supervision

An employee shall not be supervised by a relative or by any person who is supervised by a relative. If such situations exist or arise after initial employment, every effort will be made to make reassignments as soon as possible.

Tutoring

A teacher may not tutor his/her students for pay. This prohibition does not apply to homebound instruction or private music lessons (which must be given off school property). With respect to homebound instruction, a teacher's pay shall be limited to the compensation provided by the school.

Voting Conflicts

Any Board member acting in an official capacity shall abstain from voting on matters that would result in a conflict of interest. Prior to voting, said board member shall disclose the nature of the conflict. Whenever the Board would be unable to take action on a matter before it because the number of members of the Board required to abstain from voting under this policy makes the required vote unattainable, such Board members shall be permitted to vote if disclosures are made.

Violation of the policy by employees may result in disciplinary action up to and including termination.

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Board Governance and Operations	Policy Number: 106	Policy Title: Board Travel	
Adopted:	Date Revised:		Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.			
Purpose: To establish policy regarding Board travel.			

Board members will be required to personally assume all costs associated with any school or board-related travel.

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Board Governance and Operations	Policy Number: 107	Policy Title: Data Dashboards and Reporting
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish policy regarding the reporting of data related to school performance.		

Although the school tracks performance in many ways throughout the year, specific Data Dashboards and Reporting Systems enable the Board and the public at-large to monitor key indicators of system performance, including student achievement, finance, operations, and stakeholder satisfaction. The indicators will enable the school to effectively and clearly communicate its priorities and progress to the public.

A set of Data Dashboards and Reporting Systems will be used to track annual progress toward the indicators and performance targets in the Academic, Financial and Organizational Expectations set forth in the Performance Agreement among the Delaware Department of Education, the State Board of Education, and Academia Antonia Alonso.

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Board Governance and Operations	Policy Number: 108	Policy Title: Freedom of Information Act Requests
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: The Freedom of Information Act (the Act) as found in Title 29, Delaware Code, Chapter 100, established the right of the public to inspect and copy public records.		

Any citizen shall be granted access to the school's public records under the following terms and conditions:

1. All FOIA requests shall be in writing and delivered in person, by email, by fax, or through the internet to the School's web portal. The request shall be as specific as possible, and shall describe the records sought in sufficient detail to enable the School to locate the records with reasonable effort.
2. The school leader may request that the citizen seeking public records provide additional information to assist in locating records such as the types of records, parties to correspondence, and subject matter of the requested records. The school leader shall make every reasonable effort to assist in identifying the records sought.
3. FOIA does not require the school to create records, or prepare summaries or compilations of records.
4. If the request seeks records in the possession of, and under the control of, another public body, the school leader will promptly forward the request to this public body and notify the Requesting Party that the request has been forwarded. If, on the other hand, the records sought are controlled by the School, but are not within the School's possession, the School will provide an itemized written estimate of the cost of retrieving the records. The Requesting Party will then decide whether to proceed with, cancel, or modify the request.
5. The School will respond to a FOIA request as soon as possible, but in all events within 15 business days of receipt of the request. The response shall provide access to the records; deny access to all or part of the records, and state the reasons for the denial; or advise that additional time is needed because the request is for voluminous records, legal advice is required, or a record is in storage or archived.
6. The School will provide emails if it is able to do so with reasonable effort. If the assistance of School information and technology personnel is necessary in order to provide emails, the School will provide the Requesting Party an itemized written estimate of the charges incurred in retrieving such records. The Requesting Party shall then decide whether to proceed with, cancel, or modify the request.

7. Access for reviewing records shall be provided during the School's regular business hours.

Copying Fees

1. The cost of providing copies of paper records shall be:

- (a) No charge for the first 20 pages of standard sized (i.e. 8.5" x 11"; 8.5" x 14"; and 11" x 17"), black and white copies, and \$0.10 per page for each copy in excess of 20 copies (\$.20 for two sided).
- (b) The charge for copying 18" x 22" shall be \$2.00 per page; 24" x 36" shall be "\$3.00 per page; and larger than 24" x 36" shall be \$1.00 per square foot.
- (c) Color copies/printouts shall cost an additional \$1.00 per page for standard sized copies, and an additional \$1.50 per page for larger copies.

Microfilm and Microfiche Printouts

There is no charge for the first 20 pages of standard sized, black and white copies from microfilm or microfiche. The charge for each page of such printouts over 20 pages is \$0.15 per page.

Electronically Generated Records

The cost of copying records maintained in electronic format will be equal to the material costs in generating the records (i.e. the DVD, CD, or other electronic storage costs).

Payment

One-half of the estimated fees shall be paid before any service is performed, and the balance is payable upon completion of the service, and prior to receipt of the requested records.

Administrative Fees

- 1. There will be no charge for one hour or less of staff time to process a request for records (i.e. identifying records; monitoring review of records; and generating computer records in electronic or print-out form). Administrative fees shall not include legal consultation to determine whether records are exempt from disclosure.
- 2. Administrative fees shall be billed to the Requesting Party per quarter hour at the hourly rate of the lowest paid School employee capable of performing the service. Every reasonable effort shall be made to minimize administrative fees.
- 3. Prior to fulfilling any request requiring a Requesting Party to incur administrative fees, the School will provide an itemized written estimate of the administrative fees. The Requesting Party will decide whether to proceed with, cancel, or modify the request.
- 4. When a Requesting Party submits multiple FOIA requests, the School will attempt to avoid, or minimize, administrative fees by aggregate staff time to process such requests.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Board Governance and Operations	Policy Number: 109	Policy Title: Information Not Covered Under FOIA
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To Develop a Policy to requests for information by the public not subject to the Freedom of Information Act, 29 Del.C. §§10001-10005, (the "Act").		

A determination of whether the school will respond to a request for information not subject to the Act is in the sole discretion of the Board president. If the Board president determines a request is to be responded to, the response shall be under the following terms and conditions:

1. Requests shall be in writing and signed by the Delaware citizen. Such requests should be submitted, where possible, on a form provided by the school to: Academia Antonia Alonso, Barley Mill Plaza Building #26, Wilmington, DE 19805.
2. The school shall charge a fee to the requesting party for responding to requests made under this policy. Said fees shall be calculated as follows:
 - a. If the response to a specific request is more appropriately drafted by an employee of the school who receives compensation based upon an hourly wage, then the fee shall be calculated by multiplying the overtime wage of such employee by the number of hours spent by the employee responding to the request.
 - b. If the response to a specific request is most appropriately drafted by an employee of the school who receives compensation based upon a set salary, then the fee shall be calculated by multiplying an hourly wage, derived from the salary of the employee, by the number of hours spent by the employee responding to the request.
 - c. Additional fees for copying documents may be necessary depending upon the nature of the request.
3. The designated FOIA officer shall review each specific request to:
 - (1) Determine whether the information requested is exempt from disclosure pursuant to § 10002(d) of the Act, or other State or Federal laws;
 - (2) Determine whether the school maintains any records or information from which to respond to each specific request;
 - (3) Determine which public records to review to draft an answer to each specific request;
 - (4) Determine the appropriate employee to respond to each specific response; and
 - (5) Estimate the fee to be charged to the requesting party, in writing, with an estimate of the fee charged for each specific request.

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4. The requesting party must pay fifty percent (50%) of the estimated fee before the School initiates a response to the request. In order to avoid any fees, the requesting party shall have the option of converting a request under this policy to one governed by Board Policy as long as the request meets the requirements under said policy. Notice of the requesting party's intention to convert his/her request to a request must be given, in writing, to the school within ten (10) business days of the requesting party's receipt of the fee estimate from the school. Once the request has been processed, the requesting party shall be sent a bill for the balance of the fee. The balance must be paid prior to delivering the requested information to the requesting party. Under no circumstances shall information be disclosed which is exempt from disclosure under the Act.
5. All responses to information under this policy shall be fulfilled within thirty (30) days of receipt of fifty percent (50% of the estimated fee, unless mitigating circumstances occur. The Board president has sole discretion to approve an extension and will do so in writing to the requesting party within the thirty (30) day period.
6. Copies of all information requests and responses shall be maintained by the School for three (3) years.
7. Any questions related to these administrative procedures should be addressed to the School designee.
8. Nothing in the policy precludes a citizen from requesting clarification as to the status of his/her request.

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Board Governance and Operations	Policy Number: 110	Policy Title: Policy on ‘Whistleblowing’ and Anti-Retaliation
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all board members, officers and employees of Academia Antonia Alonso.		
Purpose: To Develop a Policy to encourage and enable employees and others to raise serious concerns internally so inappropriate conduct and actions may be addressed and corrected. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Board’s code of ethics or suspected violations of law or regulations that govern school operations.		

No Retaliation

It is contrary to the values of Academia Antonia Alonso for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Academia Antonia Alonso. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Academia Antonia Alonso has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the school leader. If you are not comfortable speaking with the school leader, or you are not satisfied with the school leader’s response, you are encouraged to speak with a board member. The school leader is required to report complaints or concerns about suspected ethical and legal violations in writing to the board president, who has the responsibility to investigate all reported complaints.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The person who submitted a complaint will be notified with an acknowledgement of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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Board Governance and Operations	Policy Number: 111	Policy Title: Title IX Implementation
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish a commitment to and operational direction for the implementation of the provisions of Title IX of the Education Amendments of 1972		

The Academia Antonia Alonso Board of Directors shall operate under and faithfully implement the provisions of Title IX of the Education Amendments of 1972:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other educational programs or activity receiving Federal financial assistance.”

This compliance shall extend to employment, recruitment, promotion, compensation, tenure, probation, and other conditions of employment. Furthermore, students shall, on the same basis, have open access to course and program offerings, extracurricular activities, and competitive athletics for which they meet prerequisite or eligibility requirements.

Individuals who have complaints of discrimination based on gender shall direct such complaints through administrative channels as established in the Administrative Procedures Manual.

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Students	Policy Number: 201	Policy Title: Diversity and Equity
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To ensure non-discrimination for all legally enrolled students consistent with State and Federal law. This policy of non-discrimination applies to all aspects of the student’s educational experiences at the school both educational and extra-curricular.		

Discrimination: Treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class, or category to which that person belongs rather than on individual merit.

Protected Characteristics: Includes race, color, gender, sexual orientation, religion, national origin, disability, age, marital status, genetic information, veteran status, and any or all legally protected characteristics.

It is the policy of the Academia Antonia Alonso Board of Directors to operate and faithfully implement the provisions of Title IX of the Education Amendments of 1972. As such, the school shall provide equal opportunities for students to participate in educational and extracurricular programs and other student services. The school is committed to making the educational environment for students free from sexual harassment. Whenever a school employee has reliable information that would lead a reasonable person to believe that a student has been the victim of sexual harassment which occurred on school property or at a school function, the harassment must be reported to an administrator, who, immediately after conducting a thorough investigation to determine if good reason exists to believe that harassment has occurred, must notify the victim's parent of that determination, if the parent is not alleged to be the offender.

The investigating administrator and anyone with knowledge of the allegations should be aware that some acts may have reporting obligations to the DSCYF and or the appropriate Police agency per Delaware Law (14 Del C 4112).

The school prohibits conduct that has the purpose or effect of having a negative impact upon the individual's academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive work or educational environment. The school further prohibits sexual harassment that conditions a student's academic status, progress, benefits, services, honors, program, or activities based on submission to such conduct. Any student who believes that he or she has been subjected to discrimination or harassment on the basis of protected characteristics may file a complaint for investigation with the school leader, as shall be provided in the Student Code of Conduct.

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Students	Policy Number: 202	Policy Title: Student Admissions and Enrollment Duration
Adopted:	Date Revised: 11/29/2023	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish a uniform process for Parents, Legal Guardians or Relative Caregivers (collectively “Parents”) to submit applications for students to attend Academia Antonia Alonso through the School Choice Program, and to identify conditions for duration of enrollment.		

Applications for Admission

The open application period will begin on November 1st of each year, with an end date to align with the statewide Choice deadline of the 2nd Wednesday in January. The Academia Antonia Alonso will advertise the **open application period each year**. All applications received during the open application period shall be accepted for the lottery. Following the closing date for applications, a lottery will be conducted only if there are more applications received than ‘seats available’ for the affected grade levels.

All applications received prior to the deadline will be eligible to participate in the lottery, should one be needed. If oversubscribed at the end of the open application period, the Academia Antonia Alonso will publicize and hold a lottery in public, applying preferences as stated in school’s charter and in accordance with state law. Applications received after the open application period will be placed at the end of the waiting list after the lottery has been concluded.

If not oversubscribed, the Academia Antonia Alonso will conditionally admit all students who apply within the open application period and will add additional students as applications are received in the order in which they are received.

Should a lottery be required, three groups of students will be afforded preference for admissions to Academia Antonia Alonso. As previously noted, ‘seats available’ or ‘open positions’ for enrollment will be determined by grade level openings and the approved maximum enrollment established in the school’s charter.

When there are more applicants for grade level enrollment than ‘seats available,’ admissions preferences shall be applied in the following sequence:

1. Children of the School’s Founders
2. Children of staff members employed on a permanent basis by the Academia Antonia Alonso for at least 30.0 hours per week during the school year
3. Children with siblings concurrently enrolled at the Academia Antonia Alonso

Children of the School’s Founders

Children, adopted children, and stepchildren shall receive preferential enrollment placement for

‘open positions.’

Children of Staff Members

Children, adopted children, and stepchildren of employees of the school (employed on a permanent basis by the Academia Antonia Alonso at least 30.0 hours per week) shall receive preferential enrollment placement for 'open positions.'

Children with Siblings Concurrently Enrolled

Siblings of students enrolled at the Academia Antonia Alonso shall have preferential enrollment placement for 'open positions.'

The Academia Antonia Alonso shall recognize these relationships as valid under the sibling preference:

1. Any individual having the same parent or parents, either natural or adoptive.
2. Any individual who is a step-sibling and shares a common custody or legal residency arrangement, and who has a natural or adoptive parent at the same residence.

Plan for Selecting Students

Prior to the first week in November each year, the school leader shall establish an estimated number of openings for the following school year. These estimates shall be determined based upon 'seats available' by grade level, according to capacity and staffing resources.

Following the enrollment capacity determination, the following shall occur:

- The open enrollment period is in alignment with the Choice application deadline of the 2nd Wednesday in January. Exact dates and times of the application period will be defined and published annually.
- Interested applicants shall submit a Delaware Standardized Application for Education Options using the online application portal operated and managed by the Data Service Center.
- If a grade level is not oversubscribed, all applicants will be accepted for admission and will be sent a letter of acceptance inviting them to register.
- Applications received after the open enrollment period will be handled on a first-come, first-served basis.

Lottery

Academia Antonia Alonso will advertise the open application period for all grades in November of the year preceding enrollment. All completed applications received prior to the deadline will be included in the lottery process, if one is needed. Grade levels oversubscribed at the end of the open application period will be subject to a lottery for enrollment selection. Academia Antonia Alonso will publicize and hold such lotteries in public, applying preferences as stated in the school's charter, and allowed within state law.

Applications received after the open application period will be placed at the end of the waiting list after the lottery has concluded. If not oversubscribed, the Academia Antonia Alonso will

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conditionally admit all students who apply within the open application period and will add additional students as applications are received in the order they are received.

The following categories of students may be exempt from the lottery in accordance with the above-referenced preference criteria:

1. Children of the School's Founders
2. Children of staff members employed on a permanent basis by the Academia Antonia Alonso for at least 30.0 hours per week during the school year
3. Children with siblings concurrently enrolled at the Academia Antonia Alonso

When a lottery is needed, it shall be public; the date and location will be advertised in advance. At that time, an objective community member having no ties to the Academia Antonia Alonso, or a representative from the Delaware Department of Education, along with members of the school's Board, shall be in attendance.

The lottery will be conducted for oversubscribed grade levels. Each application will be placed in a separate sealed envelope, by grade level, to be drawn from a box one at a time. As each envelope is drawn, each one shall be assigned a number, in rank order, which shall become the applicant's sequence ranking for enrollment. Further, these numbers shall be used to constitute the waiting list for oversubscribed grades. All activity of the lottery shall be recorded and witnessed. After the seats for a given grade level are filled via the lottery, the school will continue to draw names to establish a wait list of up to 25 names. If seats become available, after the lottery is completed, the wait list will be used to govern who is admitted to the school.

Parents of participating applicants will be sent letters of acceptance or non-acceptance following the conclusion of the lottery. Successful applicants will receive directions and deadlines relative for registration/enrollment. As required by state law, the Certification of Intent to Enroll must be signed by the parent/guardian prior to enrollment to ensure the understanding the student must remain enrolled at the school for one full year.

Enrollment and Registration

Following acceptance for admission, enrollment and registration will be necessary. For registration, it will be necessary to provide the following information:

REQUIRED DOCUMENTS

ALL requirements identified below must be completely met in order for registration to be considered complete and processed so the student may be officially enrolled. The parent/guardian enrolling the student will be required to provide photo identification

1. **Birth Certificate** (Official State Document; not Hospital Birth Record)
 - Original preferred; good copy accepted
 - State Certificate of Live Birth
 - Missing Birth Certificate (Vital Statistics 302-739-4721)

2. Medical Records

- Immunizations and dates in a Letter, form, or other documentation from physician. (Immunization Hotline 1-800-282-8672)
- Mantoux TB Test
Test results provided by doctor, nurse, or medical facility
- Hepatitis B
Proof of completed 3 dose series prior to school entry
- Physical Examination Form – signed by healthcare provider

3. Custody or Guardianship (if applicable)

- Original Family Court documents **only**
- Social Service Placement Letter (original)
- Relative Caregiver Authorization (contact Student Assignment Office)

4. Proof of Residence

- Recent Electric Bill (within 60 days and must have parent/guardian name and address on the bill) **OR**
- Signed Lease or Sales Agreement
 - “Verification of Residence” Form

Transfers/Withdrawal

Students are required to notify the school if they are moving; or if they otherwise intend to withdraw from school following their 1-year commitment to remain enrolled. Four weeks’ notice is requested to provide staff with adequate time to prepare student records, withdrawal/transfer paperwork, and the return of instructional and other materials to the school.

Duration of Enrollment

A student may remain enrolled in the school until the completion of the grade level configuration provided the student continues to meet La Academia’s attendance and behavioral requirements as outlined in the Student Code of Conduct.

Should communications with the student’s parent/guardian/caregiver as procedurally defined and documented attempts at intervention services and agreements remain unsuccessful, the school reserves the right to terminate the student’s choice enrollment at the conclusion of the school year.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 203	Policy Title: Student Attendance
Adopted:	Date Revised: 11/29/2023	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish compulsory attendance regulations.		

All students are expected to attend school each day that it is in operation during the regular school year unless properly excused. Excuses recognized as valid are the following:

- Illness of the student
- Medical diagnosis and/or treatment
- Death in the immediate family
- Attendance at funerals of other relatives or close friends, not to exceed one day if local, three days if out of state
- Contagious disease in the home of the child subject to regulations of the Division of Public Health
- Legal business requiring the student's presence
- Suspension or expulsion from school
- Observance of religious holidays
- Authorized college visits
- Authorized school-sponsored activities

In addition, the school leader shall have the authority to approve other absences. For any absence, students must present a written excuse signed by a parent/guardian. Such excuses shall be kept on file in the school for the current school year. A physician's validation may be required by a principal at any time.

Absences for any reason other than those outlined above are unexcused. Students absent more than three days without a valid excuse are truant. Parents/guardians of such students are subject to legal penalties under the Delaware Code. Schools will follow the state law in regard to mandatory letters, conferences, home visits, and legal charges related to truancy. Students shall have the opportunity to make up work missed due to excused absences subject to guidelines in the Student Code of Conduct. Since attendance is closely related to achievement, the school will make reasonable attempts to contact parents/guardians regarding absences and will call upon whatever resources are available within the school and the community to ensure good attendance. Official notice concerning cumulative absences will be provided to parents or guardians regularly. Minimally, such notification shall be included with report cards.

In the event the student is unable to continue to meet La Academia's attendance requirements as outlined in the Code of Conduct, the school reserves the right to terminate the student's school choice enrollment at the conclusion of the school year.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 204	Policy Title: Student Code of Conduct: Student Rights and Responsibilities
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish student rights and responsibilities and to make consistent application of discipline with regard to student conduct.		

Policy Statement: Published as a separate document entitles, *Student Code of Conduct: Student Rights and Responsibilities*.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 205	Policy Title: Tobacco Products
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To prohibit the use of tobacco products on school property and at school functions creating a healthier climate.		

Smoking and the use and/or distribution of any tobacco product shall be prohibited in and on all school property, as prescribed by state law. This includes vehicles (owned or leased) whether or not students are present.

Any employee who supervises students off school property or during field trips is prohibited from smoking or using any tobacco products. These same activities are prohibited in any private building or vehicle used for school activities when students and staff are present.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 206	Policy Title: Drugs and Alcohol	
Adopted:	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.			
Purpose: To develop a clear and concise policy on the use of drugs or alcohol by students.			

The Board directs the school leader to carry out and implement its policy on drugs and alcohol as listed in the *Student Code of Conduct*. All students shall receive an updated Student Code of Conduct that contains the Board's policy on drugs and alcohol at the beginning of each school year and whenever a student enters or re-enters the school during the school year. The Code and Policy is to be shared with the student's parent/guardian/custodial adult.

The Board's policy of drugs and alcohol shall apply to all students; except that with respect to students with disabilities, Federal law will be followed.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 207	Policy Title: Prohibition of Firearms	
Adopted:	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.			
Purpose: To ensure the safety of all persons in and on school property,			

The Board directs the school leader to carry out and implement its policy on the prohibition of firearms as listed in the *Student Code of Conduct*. All students shall receive an updated Student Code of Conduct that contains the Board's policy on the prohibition of firearms at the beginning of each school year and whenever a student enters or re-enters the school during the school year. The Code and Policy is to be shared with the student's parent/guardian/custodial adult.

The Board's policy on the prohibition of firearms shall apply to all students; except that with respect to students with disabilities, Federal law will be followed.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 208	Policy Title: Prevention of Bullying, Cyber-Bullying and Anti-Hazing
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish a policy and uniform approach to the prevention of Bullying, Cyber-Bullying and Anti-Hazing.		

Academia Antonia Alonso recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. Our school strives to provide safe learning environments for all students and all employees. All incidents of bullying, cyber-bullying, and hazing are strictly prohibited.

The Board directs the school leader to carry out and implement its policy on the Prevention of Bullying, Cyber-Bullying and Anti-Hazing as listed in the *Student Code of Conduct*. All students shall receive an updated Student Code of Conduct that contains the Board's policy on the Prevention of Bullying, Cyber-Bullying and Anti-Hazing at the beginning of each school year and whenever a student enters or re-enters the school during the school year. The Code and Policy is to be shared with the student's parent/guardian/custodial adult.

The Board's policy on the prevention of bullying, cyber-bullying and anti-hazing shall apply to all students; except that with respect to students with disabilities, Federal law will be followed.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 209	Policy Title: Cost Recovery for Lost/Damaged Instructional Materials
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To establish accountability and responsibility for those who use school instructional materials and supplies.		

The school shall follow all state laws and regulations in regard to lost, stolen, or damaged instructional materials (hardware, software, textbooks, and all other materials and supplies used as part of the instructional program). The school shall keep an accurate inventory of all school instructional property. The inventory shall be kept on file at the school, and shall be updated at the end of each school year. The school leader shall be responsible for developing a system for identifying and distributing school property. Teachers shall be responsible for ensuring that materials assigned to students are tracked and recorded.

All instructional materials provided for students are a loan and remain the property of the school. Students are expected to treat them with respect, care and in a responsible manner.

At the end of the school year, when a student leaves the school, or when the material is no longer needed, all instructional materials shall be returned to the school. Lost or stolen instructional materials shall be replaced by the student, or student's parent/guardian/legal caregiver with the following rates:

- Excellent condition: full replacement cost
- Good condition: 75% of replacement cost
- Fair condition: 50% of replacement cost
- Poor condition: 25% of replacement cost

Damaged materials shall be assessed at the discretion of the teacher or school leader.

All payments received as a result of fines and assessments shall be deposited to the school's accounts. The school leader shall maintain records regarding items lost or damaged, fines recovered, and fines outstanding. Receipts shall be given for each payment with a copy of the receipt maintained with the records kept by the school leader.

Students receiving free/reduced meals who cannot pay for replacement or assessment costs may, with the supervision of the school leader and the approval of the Board president and the student's parent, provide school or community service in lieu of money to compensate for the lost or damaged materials. The amount of time shall be determined by the school leader.

All obligations shall be met before final report cards or a diploma and issues or records are sent

to another school.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 210	Policy Title: Releasing Students to a Non-Parent/Guardian/Legal Custodian
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, to all members of the general public, and to all school employees.		
Purpose: To ensure compliance with Title 14, Regulation 881.		

Academia Antonia Alonso prefers to release students during the school day to their parents/guardians or legal custodians.

If the custodial parent would like to have his/her student released to another individual (non-custodial), a written request must contain the student's name, parent/guardian's signature and home/cell number, and the name of the person picking up the child, and the date and times of the pick-up. If this note is presented at the time of the request for the student to be released, there may be a delay while the school confirms the information with the parent/guardian.

If there are any individuals to whom a student must not be released, such as a non-custodial parent, the custodial parent/legal guardian must provide written court documentation to the school stating the name of the individual(s) to whom the student must not be released. Also, the parent/guardian needs to provide the relationship of the person, address, and any other information requested by the school.

The individual picking up the student will be required to show photo identification before the school will release the child.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 211	Policy Title: Student Dress
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso.		
Purpose: To clarify acceptable manner of dress for students in school, and when attending school-related activities.		

Student Dress Code Policy

Students and staff strive for excellence at Academia Antonia Alonso and the dress code reflects this. With this in mind, the following guidelines have been adopted by the Board of Directors:

1. School uniforms have been adopted for wear at Academia Antonia Alonso. Specific information about uniform requirements will be provided to parents during orientation and other appropriate venues. Assistance with uniform purchase is available through the school, as needed and appropriate.
2. Appropriate and safe foot wear should be worn at all times. Tennis shoes are required for physical education class.
3. Hats and head coverings are not to be worn in the building during school hours. (Religious head coverings are permitted).
4. Any garments, as determined by the staff and School Leader, in conjunction with this Board-approved policy, to be inappropriately tight, short, or revealing (mesh tops, midriff tops, tank tops, tube tops, short shorts, etc.) are prohibited during school hours.
5. Any attire, as determined by the staff and School Leader to be disruptive to the educational process is prohibited. Attire that is unsafe, unhealthy, offensive to generally accepted standards, or obscene is not to be worn. Decals, slogans, or pictures that contain references to illegal substances (i.e. drugs, alcohol, etc.) or immoral behavior are not allowed.
6. Undergarments should never be exposed. Likewise, plunging neckline, bare midriffs, excessively high shorts and/or skirts, and any other exposure will not be accepted.
7. All attire – whether for school or other school-related activities – is expected to be neatly worn, reasonably wrinkle-free, clean, and worn appropriately.
8. Items not specifically covered in the above-listed guidelines will be at the discretion and good, reasonable judgment of the staff and School Leader as supported by this Board-approved dress code policy.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 212	Policy Title: Disclosure of Student Records
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To set forth the conditions governing the protection of parents and students as it relates to the collection, maintenance and disclosure of education records of students attending, or who have attended, Academia Antonia Alonso.		

Each school shall maintain a cumulative record for each student. The school shall establish procedures to ensure the following:

- Consistency
- Completeness
- Security
- Access to authorized persons

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords parents, and students over 18 years of age, the following rights:

Inspection and Review

Parents may submit to the school leader a written request identifying records they wish to inspect. The school leader will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

Amendment of Records

Parents may ask the school to amend a record they believe is inaccurate by submitting to the school leader a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the school denies the request, they will notify the parent(s) of the decision, advise of the right to a hearing, and provide the hearing procedures.

Disclosure without Consent

Disclosure of personally identifiable information contained in students' education records requires parent consent with the following exceptions:

1. Such records may be disclosed to school officials with legitimate education interests. School officials include school employees; Board of Directors members; a person or company retained by the school to perform a special task, for example, an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
2. Upon request, the school discloses education records without consent to

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officials of another school or school in which a student seeks or intends to enroll.

Complaint

Parents may file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA by submitting a complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 213	Policy Title: Fundraising
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To affirm support for the conducting of certain school fundraising activities.		

The Board of Directors recognizes its responsibility to support financially the school's approved instructional programs and student activities. It is also aware of its budget limitations and realizes that select fundraising activities can be of direct benefit to the students of the school. The Board understands that citizens, students, and various organizations may wish to express support for a particular activity or the school by supporting and/or conducting fundraising activities. All such activities shall be conducted in a manner that supports the educational goal and initiatives of the school.

All fund raising activities, including those for charitable purposes, shall be approved in compliance with other school policies and conducted in accordance with the following guidelines:

1. Each year, all school organizations shall submit a copy of their annual budget to the school leader prior to conducting any fundraising activity.
2. All fundraising activities by students or citizen organizations shall have the prior approval of the school leader using the designated form to indicate the proposed use of funds and the nature of the fundraising activity.
3. The school must have the written approval of a parent/ guardian for all students participating in fundraising activities.
4. All approved fundraising activities shall support the school's goals and initiatives, and shall not interfere with the educational process. Use of instructional time for "kick-off" or motivational assemblies is prohibited.
5. Group and individual sales incentives are prohibited.
6. All fundraising activities (including field-trip fundraisers involving students) shall be supervised by a faculty sponsor or parent organization.
7. All sales and solicitations shall normally occur before or after the student school day. Requests for exceptions to this guideline shall be submitted in writing to the principal.
8. Admissions to school events are regulated by the school leader and are not considered fundraisers.

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9. Participation in fundraising shall not be required of any student. Optional methods of generating resources must be considered.
10. All door-to-door solicitation is prohibited.
11. Selling raffle tickets and chances or conducting other games of chance are limited to adults. Before any such activity is scheduled, written notification shall be sent to the Board President.
12. At the conclusion of each fundraising activity, school leaders shall request information on the amount of money raised and how funds were spent. This information shall be reported by the school leader for all fundraising activities to the CMO Financial Office no later than July 15 of each year.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 214	Policy Title: Advertisement, Solicitation and Distribution of Materials to Students
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish a policy on advertisement, solicitation and distribution of materials to students.		

Unless approved by the Board President, school leader, or designated administrator, no person or group will solicit contributions from students, advertise, or sell to students any articles or services.

Printed or written matter distributed to students, sent home with students, or posted in public areas, except for classroom instructional materials, shall have the approval of the school leader or designated administrator. Non-school related printed or written materials from non-profit agencies may be made available to students by approval of the school leader or designated administrator, provided the material promotes a service beneficial to the general school population.

Partisan political literature shall not be distributed to students, sent home with students, or posted in public areas. Upon approval of the school leader or designated administrator, political literature may be used for instructional purposes only.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Students	Policy Number: 215	Policy Title: McKinney-Vento Assistance
Adopted: 1/19/2021	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To ensure the educational rights and protections for children and youth experiencing homelessness.		

The Executive Director shall establish procedures to ensure Academia Antonia Alonso Charter School is compliant with regulations consistent with Delaware Code Title 14 § 901 which includes the following:

- Designate Homeless Liaison
- Identify possible homeless situations
- Facilitate enrollment, transportation, and other necessary logistics
- Coordinate student support services
- Conduct Best Interest Meetings, as needed or required
- Facilitate sharing homeless information throughout the school community

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Students	Policy Number: 216	Policy Title: Foster Care Assistance
Adopted: 1/19/2021	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To promote educational stability for students in foster care by allowing them to continue their education without disruption, maintain important relationships, improve their educational outcomes, and ensure collaboration with child welfare agencies.		

The Executive Director shall establish procedures to ensure Academia Antonia Alonso Charter School is compliant with regulations consistent with the federal Every Student Succeeds Act (ESSA) which includes the following:

- Designate Foster Care Liaison
- Facilitate Best Interest Meetings
- Facilitate enrollment, transportation, and other necessary logistics
- Coordinate student support services
- Ensure interagency collaboration

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Instruction	Policy Number: 301	Policy Title: Statement on Curriculum, Instruction and Assessment
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To create a clear and uniform policy related to curriculum and instruction which is aligned with state standards, law and regulations. This policy is specific to the areas of: 1) educational placement; 2) the basic instructional program; 3) assessment/grades; and student progress reporting/report cards. All instruction is to be consistent with this policy.		

1. Basic Program:

a. Curriculum

- i. The school leader, or his/her designee, will be responsible for establishing the curriculum for the school based upon the provision of this policy.
- ii. The curriculum for the school will be written aligned to the state standards, and will include curriculum maps that outline the scope, sequence and timeline of concepts to be taught, instructional strategies and resources, and formative and summative student assessments. These elements will be incorporated in every curriculum area.
- iii. The curriculum shall include vertical articulation and horizontal coordination among teachers.
- iv. All resources, including but not limited to textbook and resource materials, will be aligned to state standards.

b. Instruction:

- i. Instruction will accommodate varying learning styles and learning rates of a highly diverse student population. The sequence of process and content (developmentally appropriate continuum of learning) will lead to measurable instructional results.
- ii. Instruction will be integrated and aligned to state standards.
- iii. The school leader, or his/her designee, will be responsible for training instructional staff on the delivery of school curriculum at each grade level.
- iv. The school leader will be responsible for monitoring and evaluating and ensuring the delivery of curriculum in his/her building.

2. Educational Placement:

Educational placement is the assignment of a student within an instructional program (e.g., a particular class assignment, homeroom, or section). A student's educational placement is the responsibility of the school leader, or designee, as appropriate.

3. Student Assessment:

Student academic progress will be monitored through the State-wide assessment system.

4. Student Progress Reporting (Report Cards):

- a. Parents will be sent a written progress report at the end of each marking period. This report will reflect the student's performance on measurable instructional outcomes in all subjects. Parents will be invited and encouraged to participate in a conference with the teacher to further discuss the student's performance.
- b. Growth Reports: Parents will receive growth reports that show their child's rate of growth and current performance each year in reading and math, and across multiple years, as compared to their school, school and national averages. Student growth reports will be shared with parents at least annually.

5. Program Evaluation:

While the instructional staff will be responsible for assessing and reporting student progress, the administrative team will be responsible for monitoring and evaluating the instructional program. The purposes of monitoring are to ensure that the instructional program is completely and systematically carried out; to determine the level and quality of student learning; to improve instruction by continuous analysis of the instructional program; and to ensure that both students and parents receive periodic reports of student progress.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Instruction	Policy Number: 302	Policy Title: Statement on Special Education Programs
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To codify the Board's acknowledgement that the school shall comply with all laws relating to disabled and exceptional students.		

The Board believes that students with disabilities should be served in regular classrooms whenever possible. Special education is viewed as an integral part of the general education program offered to all students.

The objective of the special education program is to provide the most appropriate educational program for each student in the least restrictive environment.

Parents/guardians shall be involved in the placement and program planning for their child(ren), as required by Federal law.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Instruction	Policy Number: 303	Policy Title: Instructional Program for English Language Learners
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To create a clear statement about instructional programs for English Language Learners (ELL's).		

In accordance with State and Federal laws and regulations, the school shall provide programs of instruction for English Learners (EL's).

Instruction

- Formal instruction in English and Spanish are an integral part of Academia Antonia Alonso's dual language curriculum. Therefore, all students at the school participate in the dual language curriculum selected by the school.
- In selecting the curriculum, the School shall choose instructional programs that are research-based and have been shown to be effective with the school's student population.
- The goals of instructional program shall be for the acquisition of full English proficiency and dual language academic instruction.
- Instruction shall be delivered by those who meet State licensure and certification requirements.

Registration

Information on the student's first acquired language and the language(s) spoken in the student's home shall be ascertained as part of the registration process.

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Instruction	Policy Number: 304	Policy Title: Curriculum and Instruction
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish the process for development, review, and implementation of curriculum aligned to the school's goals and educational mission that will ensure compliance with rigorous content standards and grade level performance indicators or grade level expectations.		

The Board shall provide and support the instructional program approved in the school's charter, designed to provide all students with opportunities to master rigorous content standards and grade level performance indicators or grade level expectations. The curriculum shall be aligned with state standards.

All employees shall focus on the implementation of curriculum.

- Instructional personnel are responsible for implementing the adopted program.
- Administrative team members are responsible for supervising such implementation, ensuring that instructional activities, materials, and assessment are provided as appropriate and are aligned with the stated outcomes.
- Other personnel are responsible for supporting curriculum implementation through provision necessary support services for staff, students, and the physical plant.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Instruction	Policy Number: 305	Policy Title: Promotion and Retention	
Adopted:	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school			
Purpose: To establish requirements for promotion, placement, and retention.			

The Board of Directors expects all students to demonstrate proficiency on State content and performance standards to earn promotion. Students who do not meet such standards will be retained or placed as prescribed by state regulations or the school's administrative procedures.

The criteria for earning promotion is based upon the student demonstrating proficiency in achieving appropriate grade level content and performance standards.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Instruction	Policy Number: 306	Policy Title: Acceptable Use of School Technology
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish a policy on the acceptable use of school technology.		

The Board believes that all users of school technology understand both the benefits and the responsibilities associated with technology usage. Instructions for implementing the Acceptable Use Agreement will be provided by administrators, teachers, or library staff, whichever is applicable. Educational technology is defined as any device which is capable of or necessary for the transmission, reception, or storage of data in the form of text, pictures, video, or audio which is owned by the school for the purpose of instruction or the support of education. Examples of educational technology include but are not limited to computers and electronic devices, peripherals, (such as monitors, printers, scanners, CD-Rom towers, etc.), networked devices, televisions, audio-visual devices, recorders, copiers, fax machines, display devices, software, assistive technology devices, and telephones. It also includes the use of the Internet as well as all computers, networks, databases, information systems, and electronic instructional systems provided by the school.

This policy encompasses all student, staff, and community use of technology systems provided by the school. All students, staff, and community members who use the school's educational technology in any form are required to sign the Acceptable Use Agreement and return it to the administrator in charge of technology in the building. The use of school technology is a privilege— not a right. Currently there are no user fees for these services. In the event a user fee is charged, users will be provided with notice of the charge prior to the imposition or collection of such.

I. GOALS

- A. To support the curriculum
- B. To support educational research activities
- C. To enhance learning opportunities by using information technology
- D. To promote life-long learning

II. ACCEPTABLE USE

All systems are to be used in a responsible, ethical, and legal manner. In addition, usage must be in support of educational objectives and in accordance with the behavior guidelines the school.

III. UNACCEPTABLE USE

- A. No software may be copied to or downloaded from any computer of the network except by permission of a building administrator or his or her designee.
- B. Involvement (implying direct or participatory) in unauthorized editing, deleting, or copying of any data, records, databases, passwords, directories, or configuration files is prohibited.
- C. Violating copyright or privacy laws is prohibited.
- D. Distributing material protected by trade secrets is prohibited.
- E. Soliciting, using, or sending any threatening (implying harm—physical or emotional), pornographic, or obscene material is prohibited.
- F. The purposeful use of any system inconsistent with its design is prohibited.
- G. Use of any computing resources for commercial purposes is prohibited.
- H. This includes the use of the network for commercial activities for or on behalf of businesses or other for-profit institutions, including, but not limited to product advertisement or political lobbying.
- I. Use of technology resources for unauthorized activities is prohibited.
- J. Disconnecting any device from the technology devices without the proper authorization is prohibited.
- K. Transmission of any material in violation of any Federal and/or State regulation or law is prohibited.
- L. Students attempting to log on to any system using another's password or sharing of a user's password with anyone else is prohibited.
- M. Users shall not attempt to gain unauthorized access to the system or to any other computer system through the school system, or go beyond their authorized access.

IV. USER RESPONSIBILITIES AND ETIQUETTE

- A. The individual user (students/staff/community members) accepts the responsibility of keeping all unauthorized material, inappropriate files, or files dangerous to the integrity of the computer or network from entering the school's computers by any manner or means. Appropriate permission must be obtained from an authorized staff member before downloading any material from the Internet or other electronic sources of information.
- B. When using school networks, the Internet, or other information service providers, users:
 - 1. Are prohibited from revealing personal information such as home addresses or phone numbers;
 - 2. Must not disrupt the use of any network (i.e. downloading large files, sending mass e-mail messages);
 - 3. Must assume that any communication and/or information accessible via any computer or network is not personal and private communication and could possibly be accessed by other users; and,
 - 4. Are not responsible for unsolicited communications.
- C. When using school technology resources, users must always use non-offensive and non-

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vulgar language. They must not swear or use vulgarities, other abusive language, or any offensive statements.

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- D. Users will contact appropriate staff (teacher, administrator, administrator's designee or library staff member) if any computer and/or program does not work properly. They will not attempt to fix problems themselves unless trained and authorized to do so.

V. DUE PROCESS

- A. The school will cooperate with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through technology resources.
- B. Allegations that a student violated the Acceptable Use Agreement will be handled in accordance with the school Code of Conduct.
- C. Allegations that an employee violated the Acceptable Use Agreement will be handled in accordance with the employee contract.
- D. The school may terminate the account privileges of a guest user by providing notice to the user.

VI. CONSEQUENCES

Inappropriate use or vandalism will result in the limitation or cancellation of user privileges and when necessary, appropriate legal action. If damage occurs due to willful user misconduct, the user may be permanently denied access to technology resources. The cost of repair or replacement for such willful damage will be billed to the user who caused said damage and/or the legal parent or guardian of that user.

VII. SECURITY

Security on any computer system is a high priority, especially when multiple users are involved. If a user identifies a security problem, he or she must notify an appropriate staff member immediately. Users sending messages relating to, or in support of, illegal activities should be aware that system administrators have access to their communications. Computers, networked technology, and information contained thereon, remain the property of the school. Confidential student files may be accessed by authorized personnel. If any employee has something personal, confidential, or private to communicate, the employee should not use school computers or e-mail for doing so. Computers and e-mail may be monitored. This document satisfies the school's obligation to provide employees notice of such monitoring. The school strives to maintain a workplace and educational setting free of harassment and sensitive to the diversity of employees and students. Therefore, the school prohibits the disruptive or offensive use of computers, the e-mail system or fax machines. For example, the display or transmission of sexually explicit images, messages, and cartoons is prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing or disrespectful.

VIII. DISCLAIMER

The school does not condone and will not be held responsible for any unacceptable materials obtained using its computers or other information technology. By the nature of this activity, offensive or inappropriate material may be inadvertently encountered. If such material is accessed, the user is expected to immediately leave the website. Students, staff, and community members should be aware that access to school information technology will be withdrawn from users who do not respect the rights of others and who do not follow the rules and regulations established by the school. Further, the use of any information obtained via the school computers is strictly at the risk of the individual user and such usage shall be consistent with the requirements of this agreement. The school specifically denies any responsibility for the accuracy or quality of information obtained through the services provided for in this agreement.

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Instruction	Policy Number: 307	Policy Title: Admission to Kindergarten	
Adopted:	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school			
Purpose: To establish age requirements for the admission to Kindergarten			

In order to enter kindergarten in Academia Antonia Alonso, a child must have reached his/her fifth birthday on or before August 31 of the year of entrance.

Under unique circumstances and on an individual basis, the Board may make exceptions to the age entrance requirement. Procedures shall be developed to govern such exceptions.

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Instruction	Policy Number: 308	Policy Title: Field Trips
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To provide guidance for safe, meaningful field trips.		

Planning the Field Trip

Field trips shall be an extension of the classroom experience related to the school-approved curriculum and state standards. The educational value of field trips shall be maximized through adequate preparation and planning and appropriate follow-up activities. Parents and students shall be informed that all such activities are guided by the school Code of Conduct.

Proposals for field trips shall be presented to the school leader at least one month prior to the scheduled trip date except in extenuating circumstances. The proposal shall include the following information:

- Destination
- Purpose and standards addressed
- Number of teachers/adult chaperones
- Cost per pupil
- Transportation arrangements

Field trips are generally to be conducted within one day. Overnight trips may be proposed, but students must be supervised at all times. They require approval of the Board.

Swimming, boating, or canoeing are expressly prohibited on field trips unless the child's parent or guardian assumes responsibility.

Trip Requirements

Teachers sponsoring a field trip shall obtain a permission slip signed by the parent/guardian of each student making the trip. These forms shall be on file in the school office before students leave the building.

All transportation arrangements shall be made through the school administration. Transportation shall be on vehicles properly insured and designed for transportation of students. All transportation should be coordinated through the school leader. All persons taking part in the trip shall leave and return to the school with the group unless approved by the school leader.

General behavioral rules as well as any instructions specific to the destination shall be reviewed with students prior to the trip and made known to parents and adult chaperones.

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The trip shall be conducted in such a manner that students may experience its educational value. A trip may be terminated at the discretion of the teacher. During a field trip, students are to remain in a group or groups under the direct supervision of an adult at all times. All students on a trip must leave and return with the group.

Students are responsible for maintaining high standards of conduct that will reflect favorably upon the school and the community in accordance with the school's Code of Conduct and any additional rules or requirements determined to be necessary by the teacher.

Upon returning from a trip, the sponsor shall provide a report to the school leader. In the event of an incident, the teacher must immediately notify the school leader, who shall inform the Board president.

Administrative procedures specific to field trip operational details will be developed by the school leader.

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Instruction	Policy Number: 309	Policy Title: School Volunteers	
Adopted:	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school			
Purpose: To establish a process for the selection and use of school volunteers.			

The Board recognizes the value of using volunteers to support the school's instructional programs, extracurricular activities, and field trips.

Volunteers shall be adults selected by the school leader/designee to serve in a designated capacity without compensation or employee benefits of any type. In order to discharge its responsibility to protect the safety and welfare of students, the school reserves the discretion to select volunteers based upon whatever information is available to the school leader or designee. The school also reserves the right to request that prospective volunteers provide a criminal background check.

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Instruction	Policy Number: 310	Policy Title: Development of the School Calendar
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To create a clear uniform policy for the development of the school calendar that focuses on student learning and achievement.		

1. Development of the Calendar

The school leader shall recommend, by December of each year, a calendar for 2 succeeding school years. The school calendar shall designate student hours, professional in-service days, all Federal, State, and school holidays which meet or exceed all State minimum requirements.

The calendar shall be developed to support and facilitate the implementation of the instructional program, based upon the following criteria, in order of importance:

- a. Student hours consistent with State law and current, research based best practices to facilities measureable student learning and achievement in line with State academic standards.
- b. Professional in-service days consistent with State and Federal law and current, research based best practices for professional development to facilitate measurable student learning and achievement in line with State academic standards.
- c. Facilitates the implementation of school's goals for curriculum and instruction.

2. Review and Recommendations on Proposed Calendars

- a. A draft of the proposed calendars shall be provided to the Board
- b. The proposed calendar shall be modified consistent with any comment or recommendation as approved by the Board.

3. Adoption of the Calendar

At the regular meeting of the Board, the calendar for the succeeding year shall be approved and adopted. The Board retains the authority to modify any calendar after adoption within the limits of the law, and upon a showing that such change is in the interests of all students attending the school.

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Personnel	Policy Number: 401	Policy Title: Non-Discrimination in Employment Opportunities
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish an open process for fairly hiring school employees, and to define the employment relationship as 'at will.'		

Non-Discrimination and Equal Opportunity

The school does not discriminate in employment in regard to race, color, gender, pregnancy, religion, age, disability, marital status, national origin, sexual orientation or other legally protected categories. The Board of Directors and staff shall promote equal opportunity in employment, assignment, training, and promotion of personnel.

Recruitment

The school shall undertake intensive, continuous recruitment programs in order to secure the employment of the most competent individual available for each vacancy. When a need to fill or create a position, the hiring process begins with the completion of a Personnel Requisition Form signed by the appropriate parties and approved by Finance as within the position allocation and funding for the position identified.

Qualifications

Each employee of the school shall meet standards for qualifications as adopted by the State Board of Education and be certified or otherwise licensed in accordance with those standards in order to be placed on the school payroll. Those employees hired for positions for which there are no state requirements shall possess the education, skills, competencies, training or experience as specified in the job posting.

It is the responsibility of each certificated employee to maintain his/her certification. The school and CMO shall assist employees in this responsibility.

Selection of Employees

For certificated personnel, the following steps shall constitute the selection process:

- Receipt of on – line application
- Review of application to determine qualifications

Selection of a diverse interview panel

- Interview
- Interview panel discussion and ranking of candidates
- Review of references

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- Observation in work environment (when appropriate)
- Certification review
- Tentative salary assignment

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- Recommendation of the school leader to the Board
- Appointment by the Board
- Contract issuance and signing
- Completion of appropriate work documents

For non-certified employees, the following shall constitute the selection process;

- Receipt of on – line or paper (custodian) application
- Review of application to determine qualifications
- Selection of diverse interview panel
- Interview
- Interview panel discussion and ranking of candidates
- Review of references
- Observation in work environment /testing (when appropriate)
- Tentative salary assignment
- Recommendation of the school leader to the Board
- Appointment by the Board
- Completion of appropriate work documents

In the case of a vacancy in an authorized position, the school leader is authorized to fill the position on a temporary basis pending confirmation at the next regularly scheduled Board of Directors meeting. If the Board does not confirm the appointment, the employee shall be paid for days worked.

In addition to the steps above, all employees shall have a Criminal Background Check and a TB test result on file as required by state law. In addition, all employees are required to report any criminal investigation concerning them or a conviction of a crime which would be related to the effective performance of their job responsibilities during their period of employment. This report shall be made to the school leader/CMO who will meet with each employee to discuss the investigation and /or conviction.

Employment Relationship/Probationary Period

The employment relationship is an “at will” employment relationship. “At will” means the employee can terminate their employment at any time and the school may also terminate the employment relationship at any time. A non-certified employee may be required to perform satisfactory for a probationary period of sixty (60) days. This probationary period in no way changes the “at will” relationship.

The initial hiring period for teachers is outlined by the state through the process outlined in Title 14. It is the responsibility of the teacher to insure that all certification requirements are met in order to continue their employment with the school.

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Personnel	Policy Number: 402	Policy Title: Harassment of Employees	
Adopted:	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school			
Purpose: To provide all individuals with protection against harassment.			

The Board of Directors believes that every employee, student, contractor, parent, or other person having contact with Academia Antonia Alonso should be treated at all times with appropriate courtesy, respect, and consideration by all people employed, students attending, or associated with the school. It is our policy that all persons be treated with civility and fairness, and that all employees/students be provided with the opportunity to teach/learn in an environment conducive to effective teaching and learning, characterized by mutual respect and free from intimidation, discrimination, sexual misconduct and/or abuse, sexual violence, foul or abusive language, ridicule, insult, overt hostility, and harassment as defined by this Policy. Academia Antonia Alonso strongly disapproves of harassment on any basis prohibited by this Policy or our Equal Opportunity Policy. This Policy also protects our students in all educational programs and activities. This includes academic, educational, extracurricular, athletic, and other programs of the school, whether those programs or activities take place in our school facilities, on a school bus, field trip, at a class or training program sponsored by the school at another location, or elsewhere.

The term “harassment” as used in this Policy means:

- Discriminatory conduct that is prohibited by law, such as sexual harassment and harassment on the basis of a person’s race, color, national or ethnic origin, religion, creed, age, disability or handicapped status, veteran status, or other characteristic prohibited by the school’s Equal Employment Opportunity Policy;
- Sexual violence is a form of harassment under this Policy. Sexual violence is defined as physical sexual acts perpetrated against a person’s will, or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. A person may also be unable to give consent due to their intellectual or other disability. Sexual violence can be, but is not limited to, such acts as rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment under School Policy.
- Other serious misconduct that the school prohibits because it interferes with a proper teaching, learning, or work environment even if it is not unlawful.

Of the conduct prohibited by law, sexual harassment needs to be defined because of its serious nature and consequences. Sexual harassment is any unwelcome conduct of a sexual nature. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment if:

- Submission to or cooperation with the conduct is either explicitly or implicitly made a term or condition of a person’s employment or academic standing;

- Submission to or rejection of such conduct is used as the basis for employment decisions or academic standing affecting the person;
- The conduct would amount to sexual abuse of a minor;
- The conduct or behavior is committed by a person in authority such as a teacher, coach, or administrator;
- The conduct involves a sexual relationship by an employee with a student regardless of the student's age or consent; or
- Such conduct has the purpose or effect of unreasonably interfering with a person's work performance, work/teaching environment, or learning environment – such conduct may include sexual jokes, posters, cartoons, and annoyances by undesired physical conduct, inappropriate physical contact, or sexual innuendoes made to a person known to find them offensive.
- Such conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program.

Other conduct or comments constitute harassment prohibited by this Policy if a reasonable person would consider the behavior or comments to:

- Be unwelcome or offensive;
- Create an intimidating or hostile work, teaching or learning environment; or
- Ridicule or demean a person or group based on race, color, national or ethnic origin, religion, creed, sex, sexual orientation, age, disability or handicapped status, or other characteristic prohibited by the school's Equal Employment Opportunity Policy.

Examples of behavior that may be considered harassment include:

- Written or verbal abuse or threats;
- Offensive or insulting comments, innuendoes or actions;
- Offensive or demeaning posters, graffiti, pictures, drawings, or cartoons;
- Cultural, racial, or ethnic slurs;
- Vandalism of personal property.

Examples of Sexual Violence:

- Rape;
- Sexual assault;
- Sexual battery;
- Sexual coercion;

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- Inappropriate sexual conduct.

Filing/Reporting a Complaint under this Policy:

Harassment can come from many sources, including administrators, superiors, fellow employees, students, vendors, parents or other persons associated with the school. Any employee, student, or individual who believes that he or she has been the victim of harassment from any source in violation of this Policy, or if a staff member witnesses misconduct as described in this Policy should immediately inform one of the following persons: his or her teacher, supervisor, or school leader. If the complaint involves someone in the direct line of supervision or authority, or if the person is uncomfortable for any reason with discussing such matters with the designated people, or if the person is not satisfied after bringing the matter to the attention of these people, the employee should report the matter directly to the Board President. The complaint can be verbal or written in reporting a violation of this Policy.

Responsibility to Report:

All employees are required to report promptly to their immediate superior and to the school leader all known or suspected violations of this Policy, including all employees, students, applicants, contractors, or other complaints of unlawful discrimination or harassment. This reporting should be done whether a complaint has been filed or not. All complaints must be reported even if the person making the complaint requests that no one else be told or that it be kept confidential. Any employee who suspects or hears rumors of sexual misconduct toward a student must report it to the school leader who, in turn, will report it to the Board president. Disciplinary action may be taken against a person who knowingly withholds information. A student making a complaint who is under 18 years of age, the school will contact their parent regarding the investigation and confidentiality of the student's name. The school will request authorization to start an investigation for students younger than 18 years of age but shall also conduct an investigation to a limited extent if this authorization is not obtained. The school will seek full support from the parents of any student making a complaint who is younger than 18 years of age.

Investigation:

All complaints will be investigated promptly and concluded within 60 calendar days. If a complaint is determined to be valid, appropriate corrective action will be taken, including further inquiry as necessary to determine that the harassment has stopped. Discipline of school employees, students, or contractors will be based on the severity of the offense and may include termination of employment or suspension or expulsion from school. The school will also take appropriate action with vendors or others not directly employed by the school who engage in harassment.

Although the school must disclose information about the complaint – sometimes including the identity of the complainant – to conduct a proper investigation, the school will keep complaints, related investigations, and the terms of their resolution as confidential as reasonably possible. Retaliation against complainants, victims, or witnesses is strictly prohibited and is itself grounds for disciplinary action.

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Employees, students, and others making complaints under this Policy are cautioned against making false accusations or providing false information in an investigation of possible harassment. Such accusations can have serious effects on the falsely accused. Disciplinary action may be taken against a person who knowingly gives false information in an investigation, who falsely accuses another person of harassment, or who refuses to cooperate in an investigation.

Any staff member/employee convicted of a sex act shall report it to their administrator and/or CMO immediately.

Harassment prohibited by this Policy does not include every minor annoyance, perceived lack of friendliness, personality conflict not accompanied by overt incivility, or other ordinary disagreements that occasionally arise in the school or workplace and may cause unhappiness. Still, some conduct that does not constitute harassment within the definition of this Policy may nevertheless interfere with an employee's productivity or enjoyment of work at the school. If you are subjected to such conduct and are unable to resolve the matter with the other person or people involved, or are uncomfortable attempting to do so, please ask your supervisor, for help or advice. While disciplinary action will probably not be appropriate, they can counsel the people involved and otherwise help resolve the problem.

Responsibility for Enforcement:

The school leader is responsible for enforcing this Policy. All employees and students are responsible for respecting the rights of others and for maintaining a workplace and learning environment free of harassment as defined in this Policy.

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Personnel	Policy Number: 403	Policy Title: Drug-Free Workplace
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To deter the use of alcohol or illegal substances by school employees during school hours to protect students and staff.		

Notification

The Academia Antonia Alonso shall notify all employees, including part-time, temporary, and substitute employees, that the possession or consumption of alcoholic beverages or the illegal possession or consumption of controlled or illegal substances by a school employee is forbidden during regularly scheduled working hours, including overtime or extended hours; on field trips or activities during which an employee has responsibility for students; before, during or after school activities such as sporting events or dances; during use of a state-owned vehicle; on school or school property; and in any work-related activity in which an employee serves as a volunteer or in a paid capacity and which involves students.

Employee Responsibility

Employees must notify the school of any criminal drug statute conviction for a violation arising out of an occurrence in the workplace. Such notification shall be given to the school within five days of the conviction.

Enforcement

An employee is subject to disciplinary action if the employee is in possession of or under the influence of alcohol or an illegally consumed controlled substance when the employee reports for work or accepts the responsibility for any student. A determination of reasonable suspicion that an employee is under the influence shall be based on objective factors including but not limited to the detection of the odor of alcohol on the employee's breath or an impairment in the employee's speech or motor activities which appears to be caused by the consumption of alcohol or illegal consumption of a controlled substance.

The school leaders shall determine that there is reasonable suspicion to believe the employee is under the influence of alcohol or drugs, and shall prepare a written report for the Board within one workday listing the objective factors that supported the conclusion that there was such reasonable suspicion.

Testing

If there is reasonable suspicion to believe that an employee is under the influence, the school leader shall pursue a confirmatory test using the following procedures:

- The employee shall be asked immediately, with due regard for privacy, to submit a blood and/or urine specimen at a local collection site for drug testing. An administrator shall accompany the employee to the collection site.

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- The cost of testing shall be paid by the school

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An employee tested shall be suspended with pay pending the school's determination of appropriate action. The school leader shall make a determination as soon as practicable, but only after the confirmation of the applicable test.

With regard to alcohol, a positive test result shall be defined as blood alcohol content consistent with the Delaware Code regarding driving.

With regard to illegal drugs or controlled substances, the following cut-off levels resulting from gas chromatography/mass spectrometry (GC/MS) testing by a National Institute on Drug Abuse certified laboratory shall be defined as positive. Substance	Confirmation Test (ng/ml)
Cannabinoids Metabolite	15
Cocaine Metabolite	150
Opiate	300
Phencyclidine	25
Amphetamines	500

Penalties

Employees violating this prohibition are subject to disciplinary action as described below, up to and including termination.		
Violation	Minimum Penalty	Maximum Penalty
Unlawful possession, use, or consumption of a controlled substance, counterfeit controlled substance, or alcohol in an amount typical of immediate personal use	Three days suspension without pay and/or participation in drug abuse program	Termination
Unlawful possession or use of hypodermic syringe or drug paraphernalia	Three days suspension without pay and/or participation in drug abuse program	Termination
Unlawful possession of a controlled substance, a counterfeit controlled substance, or alcohol in an amount greater than that typical of immediate personal use	One month suspension without pay and mandatory participation in drug abuse program	Termination

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Unlawful delivery or distribution of a hypodermic syringe	One month suspension without pay and mandatory participation in drug abuse program	Termination
Violation	Minimum Penalty	Maximum Penalty
Unlawful delivery, distribution, or manufacture of drug paraphernalia	One month suspension without pay and mandatory participation in drug abuse program	Termination
Unlawful delivery or distribution of alcohol, of a controlled substance, of a counterfeit controlled substance or of a non-controlled substance under the representation that the substance is a narcotic or non-narcotic controlled substance in an amount that is typical of immediate personal use	One month suspension without pay and mandatory participation in drug abuse program	Termination
Unlawful delivery or distribution of alcohol, of a controlled substance, of a counterfeit controlled substance or of a non-controlled substance under the representation that the substance is a narcotic or non-narcotic controlled substance in an amount that is greater than that which is typical of immediate personal use	Three month suspension without pay and mandatory participation in drug abuse program	Termination

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Unlawful delivery or distribution to a minor or to any student of a hypodermic syringe, of drug paraphernalia, or of any amount of alcohol, of a controlled substance, of a non-controlled substance under the representation	Termination
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that the substance is a narcotic or non-narcotic controlled substance	
Trafficking, as defined in 16 Delaware Code, §4753A or in comparable Federal Law	Termination
Failure to report conviction pursuant to Employee Responsibility, above	Termination

A copy of this policy shall be given to each employee. All employees shall sign a copy of this policy which shall then be placed in the employee's personnel file. Failure or refusal by an employee to sign a copy of the policy shall not exempt the employee from the effect of the policy nor serve as a defense in the event of a violation.

Employee Acknowledgment

I have received, read, and agree to abide by the Academia Antonia Alonso Drug Free Workplace policy.

Print Name Signature

Date

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Personnel	Policy Number: 404	Policy Title: Weapons Possession by Employees
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school		
Purpose: To establish a policy safeguarding school employees and students.		

POLICY: With the exception of authorized law enforcement, firefighter, emergency service and other authorized personnel, the Academia Antonia Alonso Board of Directors strictly prohibits the possession, use, sale, distribution, transportation or manufacture of weapons of any type by: (1) employees during working time, any school sponsored event or curricular or extracurricular activity or when otherwise representing the school; (2) employees, students and visitors on School property or motor vehicles, including parking lots, whether such property or vehicles are owned, used, leased or rented; and (3) employees, students and others during any school sponsored event or curricular or extracurricular activity. These prohibitions include both visible and concealed weapons and those for which the owner has obtained the necessary concealed handgun or other permits. While this list is not all-encompassing, weapons are further defined to include firearms, BB guns, air guns, knives, razors, explosives, incendiary devices, ammunition, stun guns, metallic knuckles, blackjacks, pocket knives, throwing stars or any other deadly weapon or object.

POSSESSION OF A CONCEALED HANDGUN PERMIT DOES NOT ALLOW INDIVIDUALS TO BRING A FIREARM OR ANY OTHER WEAPON ON SCHOOL PROPERTY OR VEHICLES OR AT SCHOOL SPONSORED EVENTS OR ACTIVITIES. MOREOVER, VIOLATORS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, AND/OR CRIMINAL PROSECUTION AND, AS APPROPRIATE, STUDENT SUSPENSION OR EXPULSION.

All employees who have knowledge or suspicions of any employee, student or other who is in possession of a weapon on school property or vehicles, a school sponsored event or activities or of any other violation of this policy should notify their immediate supervisors, school law enforcement personnel, the CMO and/or outside law enforcement immediately, as applicable. This policy does not apply to weapons used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the appropriate school authority. Students who possess weapons under such circumstances are required to inform the principal or appropriate adult supervisor that they are in possession of a weapon.

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Personnel	Policy Number: 405	Policy Title: Internet Safety
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish a policy on the acceptable use of school technology.		

Please refer to Policy 306 – Acceptable use of School Technology for students

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School Operations	Policy Number: 501	Policy Title: School Property
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school		
Purpose: To establish a policy for the continuing inventory of school-owned property and equipment		

Definitions

Fixed assets: All school-owned property such as land, buildings, and improvements to property other than buildings (e.g., parking lots, athletic fields, and playgrounds)

Property: All buildings, furniture, furnishings, equipment of any kind, vehicles, computers, computer related hardware and software owned by the school or by the state and maintained by the school

Supplies: All materials including books, curriculum materials, office supplies, and maintenance supplies

The Board shall develop and maintain systems for the continuing inventory of property and equipment in accordance with recognized standards for fixed assets accounting and regulations of the state.

- Proper records shall be kept on all textbooks and related materials, supplies, and equipment owned by the school, including technology hardware and software.
- Such records shall include issuance to teachers and staff. School records shall include issuance to teachers; and teacher-kept records shall include issuance to students.
- No school-owned equipment may be used for other than school-related, educational, or non-profit community purposes.
- Staff members may be lent equipment for uses directly or peripherally related to their employment.
- Students may be lent equipment in connection with their studies or extra-curricular activities. Parental approval shall be required when the item loaned has more value than normally used items such as books. Examples would be computers, video equipment, or musical instruments.
- Staff members and students shall be responsible for items issued for their use; and proper supervisory controls shall be established to ensure the user's responsibility. Damage to technology equipment resulting from dropping, tampering, spills, or misuse shall be the responsibility of the user. Bills shall be issued for repair or replacement value based on depreciated cost.

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- Property deemed unusable or excess to needs shall be disposed of in accordance with state law, and the inventory records shall be updated.
- Employees, who become aware that school property is damaged, destroyed, or missing shall notify the school leader immediately. The school leader shall work with the CMO for investigation.
- Written procedures shall be developed governing the investigation of property loss and state notification as required by law.
- Property loss or damage determined to be due to a criminal act shall be reported to the appropriate police agency.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

School Operations	Policy Number: 502	Policy Title: Maintenance
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school		
Purpose: To establish a policy for the continuing maintenance of school-owned property and equipment		

The Board recognizes that adequate maintenance of building, grounds, and property is essential to the School's mission.

- The school leader shall develop and implement a maintenance program which shall include a regular program of facilities inspection and repair, a critical spare parts inventory, and an equipment replacement program.
- The school leader or project manager shall, in conjunction with the head maintenance person in the building, conduct a physical inspection on a monthly basis and return a written report to the school leader.
- The school leader shall report to the Board regularly regarding the maintenance and improvement program.

Vandalism

- All students and citizens are urged to report any incidents of vandalism and the name(s) of those responsible. Each employee shall report every incident of vandalism to the school leader or project manager.
- The school leader/designee are authorized to sign criminal complaints and to press charges against perpetrators of vandalism against school property.
- Parents and students shall be made aware of the legal implications of vandalism. Parents shall be liable for the willful destruction or damage of property by a minor in their custody.

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School Operations	Policy Number: 503	Policy Title: Energy Conservation
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school		
Purpose: To ensure that energy is conserved at Academia Antonia Alonso as a means of promoting fiscal responsibility.		

The Board is committed to the efficient use of energy while maintaining a comfortable and safe learning environment for students and staff.

The school leader shall develop and maintain an energy management program containing the following elements:

- Guidelines and procedures for best management practices in the daily operation of the School's facilities including behavioral strategies, lighting, temperature control, ventilation, peak demand control, and scheduling
- Procurement of energy at the lowest possible cost
- Accurate records of energy consumption and cost provided to building personnel on a regular basis
- Modifications and/or retrofitting of facilities to improve energy-saving
- Training on efficient energy usage
- Recognition of those who contribute to reduced energy usage

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School Operations	Policy Number: 504	Policy Title: Safety and Security
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To ensure that policies and procedures are in place to safeguard the safety and security of students, staff and visitors in school buildings and on school grounds.		

The Board recognizes the importance of safety and security and the compliance with all state and federal regulations in that regard.

- The school leader shall prepare rules and procedures governing school safety.
- All personnel shall comply with safety rules and standards as shall community users of school facilities.
- The school leader shall direct the development of the emergency plans to be shared with all staff.
- School buildings, playgrounds, and athletic areas shall be inspected regularly to ensure safe conditions.
- Students shall be supervised at all times during school hours and while attending authorized activities.
- The school leader is authorized to close schools or alter school schedules when extreme weather or other hazardous conditions present a threat to the safety and welfare of students or staff.

Playground Safety

- The school shall follow procedures for periodic inspection of playgrounds and equipment.
- The school leader shall form a school safety committee to assist in implementing and monitoring policy concerning playground safety.
- The school leader shall develop written safety guidelines and shall include them in the Staff Handbook.
- Playground safety information shall be given to students, staff, parents, and community members; and training shall be provided for students and staff.
- Students using the playground during school hours shall be under the supervision of an appropriate staff member.

First Aid

- The school nurse or, in his/her absence, an appropriate staff member shall be responsible for providing emergency services in case of injury or illness of a student or staff member.
- First aid shall be administered.
- Efforts shall be made to make contact with the parent and/or physician.
- No student who is ill or injured shall be sent home alone or taken home unless

someone is there to receive him/her.

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- In extreme emergencies, the school nurse, school leader, or designee may make arrangements for immediate hospitalization of injured or ill students, notifying the parent or guardian in advance when possible.
- The teacher or other staff member supervising a student at the time an accident occurs shall fill out a form providing the details of the accident.
- The attending nurse shall fill out medical forms required by the state
- Serious accidents to students shall be reported as soon as possible to the Board President.

Emergency Plans

- The school leader shall develop and maintain plans that meet the requirements of state and federal law for preparedness in case of fire, civil emergencies, crimes, and natural disasters.
- The school leader shall meet statutory requirements for conduction fire and other safety drills.

Security/Access to Buildings

School leaders shall take steps to secure buildings and grounds against trespassers and shall employ such legal measures as may be appropriate to enforce against trespassing.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

School Operations	Policy Number: 505	Policy Title: Child Nutrition
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso and to all staff members employed at the school		
Purpose: To ensure that policy is in place that supports healthy school meals.		

SCHOOL MEALS

The Board supports the belief that foods available to students during the school day should, at a minimum, reflect the “Dietary Guidelines for Americans” and regulations of the U.S. Dept. of Agriculture. This belief is based upon the demonstrated relationship among food, nutrition, and learning; and, the nation’s goals for excellence in education for all children.

Schools should provide for immediate growth and development needs as well as provide the setting for sending positive health messages to students, staff, and community. As such, Child Nutrition Programs should be regarded as an integral part of the school environment. These programs should provide students the opportunity for adopting and maintaining appropriate healthy lifestyles including food choices as part of comprehensive health education. In direct conflict with this mission is the sale of foods with minimal nutritional value at school for profit. The sale of these foods or providing of these foods for consumption sends a message to students that it is acceptable to compromise health for monetary gain.

The trend of students being given the opportunity to choose foods of low nutrient density with high caloric value in competition with nutrition education and the meal programs is a growing concern because of the public awareness about diet-related health issues and healthy learning environments. The increased evidence that appropriate food choices may prevent or delay the onset of diet-related chronic or degenerative diseases, and evidence that nutrition is directly related to learning, makes it especially important that nutritional meals be promoted in all areas of a child’s educational day; not just meal time.

The School will participate in the National School Breakfast and Lunch Programs. Nutritious meals will be available, for a reasonable price, to all students in Grades K-12.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Fiscal Management	Policy Number: 601	Policy Title: Citizen's Budget Oversight Committee
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish a policy to be in compliance with the Delaware Administrative Code Section 736 Local School District and Charter School Citizen Budget Oversight Committees.		

COMMITTEE CHARTER: This Committee serves solely as an advisor to the Board under the exclusive scope outlined below:

The Committee shall:

- I. Review the school's revenues and expenditures on a monthly basis with the School leader and CMO designee; and report monthly to the whole Board on the financial status of the school and the Committee's activities;
- II. Provide, at the discretion of the Committee and/or majority request of the Board, advice regarding: review, analysis, and/or recommendation regarding special school Initiatives and/or review, analysis, and/or recommendation regarding school budgets; and,
- III. Make information requests to the Academia Antonia Alonso Board president.

COMMITTEE MEMBERS: The Committee shall have at least five (5) members with representation from parents, educators, and tax payers residing in the school in which the school is located. In addition, where possible, the Committee shall have at least two members with formal educational or vocational backgrounds amenable to oversight of school financial statements. In accordance with State provisions, Committee Members are not entitled to compensation, except for allowable mileage for training or similar activities.

MEMBERSHIP SELECTION PROCESS:

- I. The school will post the request for Committee members for at least fifteen (15) work days on its website and all school building main entrance doors;
- II. Application for the Committee will be the application form developed and approved by the Delaware Department of Education, and other information as requested by the Board. Applicant information required may include, but not limited to: residence within the School (required) in which the school is located; identification of conflict of interest (disqualifying event); educational background; experience; and a statement of interest for participation on the Committee.
- III. Selection Committee will be comprised of designated school board members. Criteria for selection will include years of appropriate educational experience and, years of appropriate work experience. The individuals identified by the Committee will be presented to the Board of Directors during a regular School Board, for approval.

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MEMBERSHIP TERM: Board shall appoint individuals to serve for a minimum of two (2) years. It is the stated intent of the Board to stagger the dates of appointment expiration to provide for continuity in membership. Individuals may be appointed for consecutive terms (not to exceed 3 additional terms.) An individual may terminate their position with written notification to the Committee's Chairperson. An individual's appointment to the Committee may be terminated by the Board for: identified conflict of interest; lack of participation; or other acts deemed by the Board as detrimental to the successful support of the school.

COMMITTEE LEADERSHIP: The Citizens Budget Oversight Committee shall select, or remove, by majority vote of the members of the committee, a Chairperson, Co-Chairperson, and recording Secretary.

LEADERSHIP RESPONSIBILITIES: Schedule monthly meetings; Submit monthly reports of committee meetings; and have monthly report-outs at Board meetings.

COMMITTEE TRAINING: Each (new) members of the Citizen Budget Oversight Committee shall attend training as developed by the State Department of Education. This training shall, at a minimum, consist of two (2) hours and cover the following topics:

- Overview of education budget process and timelines; Instruction in the basic rules of budgeting, including State of Delaware funds, local funds, and federal funds; State Financial Management System; and Reporting requirements.
- Successful completion of training should occur within three (3) months of appointment to the committee. Upon successful completion the Department of Education will provide a Certificate of Completion for the Citizen Budget Oversight Committee Training. Additional training may be required from time to time as determined by the Department of Education.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Fiscal Management	Policy Number: 602	Policy Title: Donations, Contributions and Financial Support
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish policy for the acceptance of financial support or contributions of school equipment, supplies, materials, or services.		

Gifts and donations received by the school as well as any installation built on or added to school property by and for the use of an outside group shall become the property of the school and are subject to the same controls and regulations governing the use of all school-owned property.

- All gifts and shall be accepted by the school leader, with the knowledge of the CMO financial office, on behalf of the Board prior to use.
- Contributions of property or services requiring expenditure of school funds for installation, maintenance, or other continuing costs shall require Board approval.
- Contributions of items with a value of less than \$500 do not require prior approval.
- Any group planning to raise money for a gift to a school shall first consult with the school leader and CMO financial officer regarding the gift.
- The CMO financial officer shall:
 - Counsel potential donors on the appropriateness of gifts
 - Encourage potential donors to consult with the school leader before designating or committing funds
 - Report to the Board all gifts accepted on its behalf
 - Acknowledge the receipt and value of any gift accepted
- All gifts requiring Board approval shall be recorded in appropriate inventory listings and property records.

Gift Restrictions

- Students and their parents/guardians are discouraged from giving gifts to school employees. The Board encourages the expression of gratitude and appreciation from students to staff in writing.
- Individual employees shall not give gifts of material value to those who exercise direct or indirect administrative or supervisory authority over them.
- Collecting money for group gifts is discouraged except in cases of bereavement, serious illness, or retirement.
- Individual employees shall be accountable for maintaining integrity and shall not accept anything of value offered for the purpose of influencing their professional judgment.
- All employees are prohibited from accepting items of material value from companies or organizations doing business with the school.

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The school leader shall develop forms and procedures for the acceptance and acknowledgment of gifts.

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Fiscal Management	Policy Number: 603	Policy Title: Fiscal Policies
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To establish the intention of the school regarding sound fiscal management of resources to support the educational objectives of Academia Antonia Alonso.		

Academia Antonia Alonso shall utilize a system of resource management that:

- Provides a fiscally responsible approach to the operation of the school
- Operates within the boundaries of available resources
- Utilizes resources in a manner consistent with established policies and procedures
- Complies with Federal, State, and/or local code and regulations
- Demonstrates the principles of sound accounting and resource management practices
- Adjusts to changes in standards and practices as appropriate
- Provides consistent, regular, and timely reports to the Board of Directors, other state agencies, and the public when appropriate
- Keeps the Board adequately informed on a regular, timely basis of the fiscal status of the school, the impact of individual decisions upon the resources of the school, and projections as to the future financial status of the school

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Community Relations	Policy Number: 701	Policy Title: Goals for School-Community Relations
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To develop a policy for the use of school buildings and grounds, and/or equipment owned or maintained by Academia Antonia Alonso consistent with Title 14 of the Delaware Code § 1056 of the Delaware Code.		

Recognizing the importance of good communication and relations with the community, the Board has the following goals:

- To determine the opinions of parents and other citizens, seeking information relative to specific areas of concerns as well as specific recommendations for improvement
- To provide information proactively about the school's activities, accomplishments, and problems
- To develop a mutual understanding between the Board and parents and other citizens of the goals and objectives of the school and the resources needed to accomplish them
- To earn good will, respect, and confidence by being responsive, honest, and forthright in answering questions and addressing concerns
- To involve parents and other citizens in the work of the Board and the solving of relevant educational concerns and problems
- To promote a spirit of cooperation in sharing leadership for the improvement of schools
- To facilitate attendance at and involvement in school activities through attention to scheduling
- To recognize diverse viewpoints while respecting the needs of the community as a whole
- To develop an understanding of the need for adequate financial support for quality education

The Board encourages all school staff to demonstrate commitment to these goals through interactions with the community.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Community Relations	Policy Number: 702	Policy Title: Use of School Facilities, Equipment by Organizations or Individuals
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To develop a policy for the use of school buildings and grounds, and/or equipment owned or maintained by Academia Antonia Alonso consistent with Title 14 of the Delaware Code § 1056 of the Delaware Code.		

1. Definitions.

- a. Facilities means those buildings and grounds owned or maintained by the School not currently leased to an outside organization.
- b. Equipment includes all equipment owned or maintained by the School that has been approved by the Board for use by outside organizations or groups for non-school related activities.

2. Use of Facilities and Equipment

School facilities and equipment may be used for holding public gatherings, meetings, and/or for events of a character consistent with the philosophy of the school and not detrimental to the civic welfare of the community, state or nation, and subject to the Rules, Regulations and Procedures for Facility and Equipment Use approved by the Board.

3. Regulations

- a. The school shall maintain and make available to the public Board approved Regulations for Facility and Equipment Use. The Regulations for facility and equipment use shall not be modified without Board approval. Regulations shall include a requirement that users must purchase and provide documentation of liability insurance naming the school as an “other insured” prior to facility or equipment use.
- b. Facility or equipment use shall be denied if such use is contrary to Board policy, inconsistent with the school’s maintenance plan (including but not limited to maintenance of all athletic fields), inconsistent with the philosophy of the school, contrary to school safety and security procedures, or imposes undue stress or hardship to the school. Such determination shall be within the sole discretion of the school leader/designee.
- c. Nothing in this policy creates an agency relationship between the school and the group or organization requesting use of school facilities or equipment. Groups and organizations using school facilities and equipment may be individually liable for torts and breach of contract committed by its members under applicable state and federal law.

4. User Categories and Fees

- a. Any fee charged to an individual, group, or organization shall be consistent with 14 *Del. C.* § 1056(e).
- b. The school shall maintain and make available a Fee Schedule document listing fees to be charged for the use of facilities and equipment as approved by the Board, consistent with 14 *Del. C.* § 1056 and Board approved procedures, rules and regulations.
- c. The Board shall approve the criteria for determining the Category 1, 2 and 3 Users as defined in the Regulations. The school leader/designee shall establish written procedures for any group or organization to be appropriately categorized.
- d. Any group or organization not categorized as a Category 1 User shall be charged consistent with 14 *Del. C.* § 1056 as further defined by the Board.
- e. Under no circumstances will any group or organization be allowed to use school facilities or equipment on Saturday, Sunday, outside normal hours of operation as determined by the school leader or his/her designee, or school and/or State recognized holidays free of charge with the exception of practice fields. Those groups or organizations classified as a Category 1 User shall be charged those costs in excess of normal operations as specified in § 1056 for any use of facilities and equipment at the times specified in this paragraph.
- f. All fees are to be paid in advance of the use of facilities or approved equipment based on the application. If the school incurs additional costs, such costs will be billed after the use by the school and must be paid within 14 days of receipt of the invoice.
- g. The school requires the user to provide liability insurance for certain use of facilities and equipment.
- h. Users who do not abide by the Facilities and Equipment Use Regulations or who fail to make payments in a timely fashion will be ineligible to use school facilities and approved equipment.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Community Relations	Policy Number: 703	Policy Title: Parental Involvement	
Adopted: July 9, 2014	Date Revised:	Review Date:	
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school			
Purpose: To establish policy for meaningful involvement and consultation with parents is school planning and operations.			

The school shall incorporate meaningful involvement and consultation with parents into planning and operations. Such involvement shall include, but not be limited to, the joint development of the Consolidated Grant Application, and the process of school review and improvement required under Federal and State laws and regulations.

- The school shall establish a Parent Advisory Council and shall ensure that required school-level parent involvement programs meet or exceed legislative requirements.
- Full opportunity for participation shall be provided for parents with limited English proficiency, parents with disabilities, and parents of migratory and homeless children by disseminating information in understandable and accessible formats and by offering alternative formats upon request and to the extent practicable.
- The school shall involve the parents of children served in Title I, Part A schools in decisions about spending funds reserved for parent involvement in accordance with law, regulations, and procedures.
- The school shall inform parents and parent organizations about resources available to parents in the state that can support them in making educational decisions for their children.
- The school shall provide the necessary coordination, technical assistance, materials, training, and other support to assist schools in planning and implementing effective parental involvement activities.
- The school shall work to improve student academic achievement by assisting parents to understand State standards, State and school assessments, and progress monitoring.
- The school shall work with school staffs to provide information on the value of parent contributions and how to work effectively with parents as partners in education.

Annual Review

With the involvement of parents, the school shall conduct an annual evaluation of its parent involvement efforts which shall identify barriers to greater participation with particular attention to parents who are:

- Economically disadvantaged
- Homeless
- Disabled
- Limited in English proficiency
- Limited in literacy

The results of the evaluation shall inform the design of more effective strategies for

involvement.

ACADEMIA ANTONIA ALONSO BOARD POLICY MANUAL

Community Relations	Policy Number: 704	Policy Title: Advisory Committees to the Board
Adopted:	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To develop a policy to provide guidance on Advisory Committees to the Board		

The Board may, by majority vote, establish standing or special committees to assist in research or other well-defined activities in any area of Board responsibility.

- Specific topics for study or activity shall be assigned in writing to each committee immediately following its establishment.
- Committees shall be directed in the following areas:
 - Length of time members shall serve
 - Specific area of service
 - Resources to be provided by the Board
 - Relationship with the Board, school leader, and professional staff
- Upon completion of its assignment, each committee shall be dissolved or given a new task.
- Committees shall not continue to serve without definite assignments.
- The Board shall have sole power to dissolve any advisory committees except those formed through contractual agreement.
- The school leader shall maintain a list of citizens and staff members who have served on advisory committees, are currently serving, have expressed a willingness to serve, or who may be recommended for such service.
- When committee members are needed, the school leader shall submit the names of qualified persons. The Board may appoint members from this list or from other sources it deems appropriate.
- All appointments of citizens to advisory committees shall be made by the Board.
- All appointments of staff members to advisory committees shall be made by the school leader, with Board approval.

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Students	Policy Number: 216	Policy Title: Foster Care Assistance
Adopted: 1/19/2021	Date Revised:	Review Date:
Scope: This policy applies to all families with children enrolled in Academia Antonia Alonso, and to all staff members employed at the school		
Purpose: To promote educational stability for students in foster care by allowing them to continue their education without disruption, maintain important relationships, improve their educational outcomes, and ensure collaboration with child welfare agencies.		

The Executive Director shall establish procedures to ensure Academia Antonia Alonso Charter School is compliant with regulations consistent with the federal Every Student Succeeds Act (ESSA) which includes the following:

- Designate Foster Care Liaison
- Facilitate Best Interest Meetings
- Facilitate enrollment, transportation, and other necessary logistics
- Coordinate student support services
- Ensure interagency collaboration