



Instructional Funds Policy

The Cottonwood School is committed to giving students the same opportunities that are offered at non-charter district schools. District schools often provide opportunities for music, art, sports, field trips, and other ways to extend the learning experience.

The purpose of The Cottonwood School Governing Board approving this The Cottonwood School Curriculum and Enrichment Funds Policy is to accomplish the following:

1. Establish Assurances & Procedural Safeguards
2. Determine Specific Funding Amount
3. Clarify What Funds Can Be Used For
4. Clarify When Funds Can Be Used
5. Identify Non-Consumable Category Groups
6. Authorize Establishment of Lending Libraries

- 1. Establish Assurances & Procedural Safeguards:** The school will use a system with multiple checks and internal controls to ensure all instructional funds are utilized appropriately and lawfully.

Ordering Process:

- i. Parent requests curriculum, service/class, and or product through the The Cottonwood School Enrichment Centre (in-house, online ordering system).
- ii. Teacher consistent with Alder Grove Academy's policies and procedures reviews and determines whether or not the requested item has appropriate educational value and prior to approval, will ensure the service or product is nonsectarian in nature in accordance with Ed. Code 47605(d)(1), which states, "a charter school shall be nonsectarian in its programs, and all other operations".
- iii. Enrichment staff member also ensures that the requested item is evaluated for appropriate educational value and prior to approval, ensures that the service or product is nonsectarian in nature in accordance with Ed. Code 47605(d)(1), which states, "a charter school shall be nonsectarian in its programs, and all other operations".

- 2. Determine Specific Funding Amount:** The funding amount for the 2019-2020 school year will be \$2,600 for TK-8th students and \$2,800 for 9-12th students. The families' chosen curriculum is deducted from the allocated funding amount. Currently, curriculum costs range from \$150 to \$1,000 per student. This amount may be adjusted at any time at Board discretion or based on budget need.

- **Clarify What Funds Can Be Used For:** Instructional Funds will first be used toward the student's core subjects, technology items, then other enrichment products and services, and other appropriate items to extend the learning experience like fieldtrips, educational travel and related educational conferences/workshops. Limit on educational travel: A student may only use instructional funds to sign up for one

educational travel experience per school year. Up to \$965 of students Instructional Funds can be applied to their educational travel experience. Any deposits required to hold a student's spot on an educational travel tour cannot be paid using instructional funds. Educational content is all that can be covered by instructional funds. Travel costs such as transportation, food and lodging cannot be paid using instructional funds. Parents or guardians planning to travel with their student must pay 100% of their travel and tour costs. Up to \$350 a year may be used on parent trainings or workshops that directly support students learning. All use of funds must be approved by the student's credentialed teacher consistent with Alder Grove Academy's policies and procedures.

- 3. Clarify When Funds Can Be Used:** Instructional Funds may be used when students are in session or when they are not in session. For example, students may extend their learning by taking a class on an evening or Saturday outside of the regular instructional day. Furthermore, since The Cottonwood School considers the Instructional Funds as encumbered to support the specific student consistent with policies and procedures, students are able to utilize these instructional funds during the traditional "summer months" and throughout their time at The Cottonwood School in order to enhance and expand innovative learning opportunities helping to minimize the effects of learning loss typically seen come fall. Consistent with the practices of many non- charter districts supporting student learning or remediation during times when school is not in session, is an acceptable use of funds for students. Funds can be transferred between siblings enrolled at The Cottonwood School and co-used with administrative approval.
- 4. Identify Non-Consumable Category Groups:** All items in the following categories are considered non-consumable and must be returned as school property:
 - i. Technology, Electronics, and Media (CDs/DVDs)
 - ii. Textbooks and Teacher Manuals
 - iii. Science Equipment
 - iv. Musical Equipment
 - v. Games and Puzzles
- 5. Authorize Establishment of Lending Libraries:** As a general benefit to ALL The Cottonwood School families, non-consumables other than technology that are returned will be available for borrowing in our newly established Lending Libraries to be located within our current offices.