# **Ordering Guidelines**

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## **Enrichment Ordering Guidelines**

Educational Vendor Policies and Procedures are in place to ensure Charter School funds are budgeted and expended on Charter School-approved educational items and services. The Policy requires the Charter School carefully evaluate all requests for educational items and services made through the Enrichment Ordering System. No purchases can be made without the Charter School’s approval.

These guidelines provide additional information to help the Charter School community better understand what educational items and services the Charter School may or may not approve through the Enrichment Ordering System (“EOS”). Please note: the Charter School retains discretion to reject any request for educational items and services through the EOS.

### **EOS Requests Must Align with Student’s Course of Study:**

The Charter School shall only approve educational items and services that meet the following requirements:

From approved vendors

Support student’s personalized curriculum and educational plan

Align with State standards

### **Educational Requirements:**

Students must attend regular learning period meetings, turn in quality work samples as requested, and consistently complete daily attendance logs. If a student fails to meet these requirements, the Charter School will not approve the student’s requests for educational items or services.

The Homeschool Teacher must ensure students access all necessary “core subject curriculum” – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any other educational items and services through the EOS.

### **Charter School Must Approve Educational Items and Services:**

Students will not receive educational items or services without Charter School approval.

Charter School will issue an Enrichment Certificate for approved services and activities. Enrichment Certificate must be received before students can participate in these educational services and activities.

Charter School is responsible for purchasing approved educational items.

Parents will not be reimbursed for any purchases of educational items and services made “out of pocket”.

### **Educational Quality Items and Services Limited to Student Need:**

Homeschool Teachers will only approve educational items and services that are educational quality (e.g., not top of the line). Only basic items and services may be approved.

Charter School will not approve educational items or services beyond what is needed to meet a student’s learning objectives.

Charter School may approve requests for services that support a student’s course of study or educational plan, however the Charter School is not obligated to approve and pay for all requests.

### **Educational Items are Charter School Property and Must be Returned:**

All materials purchased by the Charter School are considered school property.

Once a student student withdraws from the Charter School, items must be returned to the Charter School.

If the student transfers to another school that uses the EOS, parents must return the educational item unless otherwise directed by the Charter School.

Once an item is no longer needed it should be returned.

“Consumable” items used during the course of the school year (e.g., crayons, paper, pencils, etc.) do not have to be returned to the Charter School, unless the student withdraws from the Charter School before the end of the school year. All items must be returned upon withdrawal.

Students must take reasonable care of educational items. Parents may be held responsible for paying for lost, stolen, or damaged educational items. Broken or damaged items should be returned to the school for evaluation.

All product order purchases are final. If purchased materials are no longer needed or wanted, items may be returned to the charter school, but refunds will not be provided

### **No Dangerous Educational Items or Services:**

Charter School will not approve dangerous educational items and services that expose students, teachers, or staff to unreasonable risk.

Charter School will not approve educational items that are too large or heavy to easily lift, transport, or store.

Educational Items and Services only for Charter School Students:

Charter School will only approve educational items and services for enrolled students (e.g., not siblings enrolled in other schools).

Charter School may approve parent educational workshops directly supporting a student’s course of study up to $350 per school year. Funds cannot be used to pay for college or continuing education credits.

### **Questions about Guidelines:**

If parents have questions regarding purchasing guidelines, please contact their Homeschool Teacher.

If Homeschool Teachers have questions regarding these guidelines, they are advised to reach out to their Regional Coordinator for further guidance and assistance.

### **Examples of Educational Items Charter School May Approve:**

Educational curriculum, such as textbooks, workbooks, reading books, etc.

Supplemental educational materials, such as microscopes, math manipulatives, calculators, etc.

Basic school supplies, such as notebooks, pencils, and rulers

Raw materials for learning basic skills, such as fabric, yarn, or crochet hooks

Basic equipment to support learning goals, such as educational-quality technology such as computers, musical instruments, or sewing machines. Please note: Parents are responsible for overseeing students’ internet usage on Charter School-educational technology

Educational quality classes or lessons through approved educational vendors

Pre-approved educational technology and curriculum items

### **Examples of Prohibited Educational Items:**

The Charter School will not approve the following educational items and services through the EOS:

Educational products and services that are not aligned with student’s course of study

Top-of-the-line educational items and services

Educational items requested in excessive quantities

Sectarian or denominational items

Field trips to locations like amusement and water parks, trampoline parks, ziplining, etc.

Family gym memberships and large, heavy, or excessive exercise equipment

Personal items for students, such as backpacks, clothing, costumes, personal hygiene items, etc.

Items that could cause injury, such as pesticides, model rocket engines, and other dangerous items (knives, fencing and archery equipment, etc.)

Items usually used to furnish homes and yards, such as furniture, organizational supplies, kitchen equipment, household tools, plants, gardening tools, planter boxes, etc.

Home and office equipment, televisions, mobile phones, etc.

Hi-end office equipment like electronic die cutting machines, binding machines, etc.

Arts and crafts items that are unrelated to a student’s course of study or educational plan, or are excessive, appear intended for sale or personal gifts

Toys

DNA kits (Grades 7-12 for student only ok with lesson plan)

Live animals and animal supplies, such as bees, chicks, egg incubators, fish, jellyfish, etc.

Parts, software, or hardware for educational items not owned by the Charter School.

Video game hardware or software (Charter School may approve certain educational technology and software).

Registration, performance, or competition fees for extracurricular activities

Out-of-state field trips (excluding Nevada)

Travel, lodging, or food