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## EDUCATIONAL ACTIVITY POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Educational Activity Policy to outline the educational activities that can be purchased by the Charter School as part of the student’s educational plan.

### Definition

***Educational Activity***- an educational activity includes, curriculum, textbooks, workbooks, online classes, in-person classes, educational materials, field trips, and other materials or experiences that would align with the student’s educational plan.

### Policy

If instructional funds are being used to purchase any educational activity, then the following guidelines must be followed:

1. All core curriculum must be in place and the student must be making adequate progress towards the state standards, as determined by the teacher of record, before any educational activities for non-core elective subjects can be ordered.
2. All educational activities must be ordered through approved community providers.
3. All educational activities must be approved by the Teacher/EA, submitted via the purchase order system, and received by the community provider prior to any event taking place.
4. All educational activities ordered must align with the student’s general educational plan. Special education items cannot be ordered with instructional funds. If a student with an IEP needs a special education item, then it must be requested through the IEP process.
5. The Charter School will not, under any circumstances, reimburse parents/guardians or Teacher/EAs for a student’s educational activities.
6. Educational activities purchased by the Charter School must not be sectarian or denominational in nature.
7. Instructional funding may only be used for students currently enrolled in the school during the current school year and must be used before the ordering deadline.
8. Instructional funds do not roll over into the next school year.
9. Educational activities ordered must be basic in nature and quantity.
10. Educational activities must be comparable to those found in other public schools and cannot put students in a situation with an inherent concern for their safety.
11. Educational activities must align to state standards.

The following items are not allowed to be purchased by the school with instructional funds (this is not an exhaustive list, if you have any items in question please contact your Teacher/EA):

1. Uniforms, costumes, pre-made clothing of any kind (only exception is safety equipment required for enrolled classes), backpacks, lunchboxes, shoes

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2. Jewelry, make-up, or personal hygiene items
3. Common household items, household expenses, home decor items
4. Gas, mileage, transportation fees, meals, parking costs
5. Any item over 50 lbs or too large to fit into a small vehicle for transporting purposes
6. Furniture, large storage or organizational items, desk or bookcase organizational items
7. Computer parts, equipment, and software upgrades for personal computers
8. Live insects or animals; food for insects or animals; items needed to care for animals; basic insect habitats are allowed for ants, ladybugs, and caterpillars
9. Toys or toy-like items that are not clearly educational and clearly aligned with state standards
10. Personal physical education items
11. Non-basic physical education items
12. Power tools
13. Kitchen items and equipment of any kind
14. Anything that can expose the student or teacher to injury such as knives, poisons, darts, bows, arrows, weapons, etc.
15. Items that are meant to hang higher than a standard door height
16. Anything that involves obtaining DNA, hair, skin samples and/or sending samples away for testing
17. Camping equipment of any kind
18. Parenting, child development books meant for the parent
19. Memory or keepsake items
20. Items that are personalized with student or family name
21. Tickets to a theme park that is not associated with a school sponsored educational field trip
22. Any form of pre-paid card for activities, materials, or supplies
23. Trees or plants of any size
24. Excessive quantities of anything
25. Non-basic school or art supplies
26. Twelve (12) month boxed subscriptions that extend into summer break
27. Sectarian materials

**Additional guidelines:**

1. PE Items: May only order basic items that would be commonly found in a school setting and clearly align with state standards.
2. Craft items: May only be ordered in a quantity to complete one learning project and must align with state standards.
3. Gardening items: May only order enough soil and seeds for one unit of science-based learning aligned with state standards. No other gardening items allowed.

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4. **Approved/Required Curriculum:** If the Charter School has initiated an approved/required curriculum list for any subject, the student is required to utilize a curriculum from that list for their core curriculum.

The Charter School makes the final determination on the amount of instructional funds allocated for educational activities, as well as what is allowed to be purchased with instructional funds. Decisions made by the Charter School will be based on the criteria above, as well as the student's educational plan and the alignment with state standards. The decision can be explained to the requesting party, but cannot be challenged, as the Charter School holds the final determination.