



Coastal Grove Charter School
P.O. Box 510, Arcata, CA 95518
707-825-8804

A public charter school using integrated curriculum, balancing artistic, academic and practical work, educating the whole child ... Head, Heart and Hands.

Instructional Funds Policy

The following is the Instructional Funds Policy for the independent study program at Coastal Grove Charter School.

Introduction

Instructional Funds are allocated for each Independent Study (homeschool) student who enrolls with Coastal Grove Charter School. The funds are to be used for their educational needs, reflecting standards appropriate for their age level.

The maximum dollar amount of the Instructional Funds available for each student will be set for each year prior to the first day of school. Half of the funds may be used during the first semester. Remaining funds become available following winter break. Money allotted must be spent before the purchase order cut-off in the spring. Funds do not rollover from school year to school year. All items purchased with instructional funds are the property of Coastal Grove Charter School.

- 55%-100% of instructional funds must be used for core academic materials and services – math, language arts, science and social studies.
- A maximum of 45% of the instructional funds may be used for non-core academic materials and services, including art and PE.

All non-consumable materials purchased with Instructional Funds must be represented in the Learning Records for each student.

Purchase Order Procedure

All requests for the use of Instructional Funds must go through the Education Coordinator, who will submit the purchase order request to the assistant business manager for approval. No materials or services may be purchased without approval from the administration office. When the request is approved, supplies must be picked up by the EC. This process takes from two to six weeks, so plan ahead when ordering supplies and signing up for classes.

For community classes, parents must contact the vendor offering the class, register, sign her/his child up for a specific class, and give the Education Coordinator details for filling out the purchase order. We must include class starting date, duration, class time and day, and cost. Some vendors charge an extra registration fee to enroll in classes; parents are responsible for paying these fees. If you wish to continue the class, you must notify the EC no less than two weeks before the new session begins so that a new purchase order can be submitted to cover further costs. The purchase order needs to be processed before the student starts classes.

The following purchases are acceptable:

- Basic school & office supplies adequate for learning basic course skills (non-professional or school grade only).
- Enough basic raw materials for learning basic course skills: enough wood for a wood project, enough yarn to teach a knitting project (Exception: no food purchases allowed)
- Academic Tutoring and Small Group Instruction
- Music lessons
- Art lessons
- PE courses (Gymnastics, Martial Arts, Swimming, Tennis – must be offered through an insured instructor or Coastal Grove staff member)

The following purchases are not acceptable:

- Furniture
- Internal computer parts for non-school owned computers
- Ready-made clothes
- Ready-made jewelry
- Toys
- Personal hygiene items
- Personal PE items including but not limited to: skis, bicycles and clothing
- Home and Office Equipment including but not limited to: faxes, copiers, electric pencil sharpeners, telephones, answering machines, cameras, TVs, VCRs and DVD/CD Players.
- Kitchen Equipment including but not limited to: popcorn poppers, trays, plates, silverware
- Yard Equipment including but not limited to: grass watering kits, garden ponds, swimming pools
- Boxing lessons
- Diving lessons
- Scuba Diving
- Mountain Bike Riding
- Horse Back Riding

Materials must not be sectarian or denominational.

- Religious materials of any type: Books, CD Roms, CDs, Videos, Cassettes, Tapes, Posters

Materials must not expose ES, students or staff to any dangerous materials or serious injury.

- Trampolines
- Rocket engines
- Weapons
- Power tools

Purchase Deadline

All purchase orders for the school year must be in by the last working day of March.