

Pacific Charter Institute ("PCI"), which operates Heritage Peak Charter School, Rio Valley Charter School, Valley View Charter Prep, and Sutter Peak Charter Academy, allocates each student a budget that will assist in meeting his or her educational needs. Student budgets are set amounts of money that will be reimbursed by PCI to the family each year, in accordance with this policy. PCI does not provide cash or checks to families upfront. This budget can be used for curriculum, school supplies in excess of the basic supplies provided by PCI, vendors, field trips and activities that align with the respective charter petition, Master Agreement and student goals sheet.

Student budgets must be used toward reaching student goals outlined by the teacher and parents as listed on the student goals sheet and/or Master Agreement. Below is an example of how student budgets are used:

Course on student's Master Agreement	Resource related to the Course	Cost of Resource	Goal
Algebra 2	Tutoring Services by John Doe	\$300	Improve test scores
Art	Lakeshore Art Materials	\$50	Completion of Art Project

The student budgets are used for secular, **NON-RELIGIOUS** curriculum and enrichment as outlined on the student's **Master Agreement and student goals sheet**. **Teachers must physically inspect each item prior to submitting a reimbursement request on behalf of the student or distributing items purchased with a Purchase Order to the student. All PCI guidelines listed herein must be followed.**

A. Guidelines & Limitations:

- 1) Students may not exceed 50% of their total budget in the first semester. All remaining funds must be spent by the second semester deadline. **NOTE:** Student budgets from the current school year may not be spent on the next school year (no rollover)
- 2) Ink cartridges are limited to a total of \$50 per semester, per student
- 3) Internet services can be reimbursed up to \$15 a month, per student
 - a. Invoice must have student's home address
 - b. Internet services can only be reimbursed from the student's first day of school to the student's last day of school.
 - c. Reimbursements may not exceed the cost of internet services.
NOTE: Students who qualify as low income, foster youth/homeless, or EL may be allotted additional funding for internet services.
- 4) Services of any kind will be reimbursed only AFTER the completion of services (this includes subscriptions & memberships).
 - a. Families **may not** be reimbursed for services provided by another family member or for services provided by a PCI employee
- 5) Registration fees of up to \$100 for one service per semester may be reimbursed
- 6) Software & applications must be pre-approved by the teacher and Principal PRIOR to submission of reimbursement request
- 7) The student budget may be used toward field trips

- a. Any student who signs up for field trips sponsored or arranged by PCI using the student budget will be charged for the trip and **will not** be refunded in the event the student does not attend the field trip
- b. Ticket stubs must be turned in with reimbursement requests for any field trips NOT sponsored or arranged by PCI

NOTE: Any expenses for chaperones or field trips that occurred without approval **will not** be reimbursed. Only student costs are reimbursable.

- 8) High school graduating students may use their budgets towards purchasing a cap and gown as a keepsake, although PCI will provide rental caps and gowns for students.
- 9) ACT/SAT testing and up to 3 college applications
- 10) Projects are limited to \$100 per project (e.g. cooking, gardening & animal sciences)

B. Reimbursement Stipulations & Declarations:

- 1) All invoices, receipts, and statements must be typed with the vendor’s name, physical address, and contact number, and must reflect method payment (showing that they have been **PAID**)
 - o Tangible items must be itemized (e.g. Target and Walmart receipts)
 - o Services must be listed with date(s) of service, service description, student’s name, amount, and method of payment
 - o Any associated late fees **will not** be reimbursed (**NO EXCEPTIONS**)
- 2) Flash drives are to be used for school purposes only. PCI has the authorization to check the flash drive at any time and it may be confiscated if it is being used for other purposes. **THE FLASH DRIVE IS THE PROPERTY OF PCI.**
- 3) Monthly/annual memberships or subscriptions are reimbursable using a prorated system

Calculation for family memberships:

Membership Cost	Terms	Members included on membership	Cost per member per month	Reimbursable amount per student for full year (10 months)
\$100	12 months	4 Members	\$2.08	\$20.83

Please note: For family memberships, the total cost of the membership will be divided by the total **allowable** members on the membership. Beginning date of proration is either the first day of school or the date the membership/subscription was purchased if purchased after the first day of school. The ending date of proration is the last day of school.

- 4) College textbooks are reimbursable and must be returned to the School within 2 weeks of the course being completed.
- 5) Any student who withdraws from PCI must turn in any reimbursement requests within 1 week from his or her withdrawal from PCI.

C. Exclusions:

The student budget may not be used in whole or in part for the following:

- 1) Laptops, tablets, monitors, or other electronic devices (e.g. iPods, mp3 players, speakers, cell phones, printers, USB hubs, keyboards, etc.)
 - a. Exception to this exclusion occurs when electronics are issued by the school
- 2) Event Registration/Competition Registration/Testing (for example student may use his or her budget for dance lessons but not for dance competition entrance fees; student may use his or her budget for soccer lessons but not for tournament fees; student may use his or her budget for gymnastics lessons but not to test "up a level")
- 3) Tuition private schools, day care, and pre-school
- 4) Adding classes to a transcript
- 5) Equipment (e.g., basketballs, shoes, uniforms, yoga mats, costumes, knee pads, etc.)
- 6) Musical instruments
- 7) Guns, archery, fencing, woodworking or behind the wheel driver training
- 8) Streaming video services, including, but not limited to, Netflix, Hulu, Amazon Prime
- 9) Families/chaperones for field trips
- 10) Services provided by family members
- 11) Furniture
- 12) Reimbursement for payment made using rewards points or gift cards

D. Disclosures:

- 1) PCI takes no responsibility for financial contracts entered into by families
- 2) Families are encouraged to review their student budget with their teacher monthly
- 3) PCI provides a list of pre-approved vendors to obtain services. Vouchers must be used for any service provided by these pre-approved vendors (list can be found on the PCI website).
- 4) Each PCI school will have Fall and Spring deadlines for reimbursements. It is the responsibility of families to ensure that they meet each of the deadlines to receive reimbursements. **Any receipt that is turned in past the deadlines will not be reimbursed.**
- 5) Any non-consumable items that are reimbursed or purchased using a Purchase Order must be returned within the 2 weeks following the school year or 2 weeks after dis-enrolling.
- 6) Site fees or courses will not be refunded to the student budget account if the student drops after the second week of instruction.
- 7) Reimbursement checks can be expected to arrive within 4-6 weeks from the date of submission in Online Purchasing System (OPS).
- 8) Pacific Charter Institute reserves the right to deny any request for reimbursement that does not adhere to this policy