

Rilke Numbered Policies
Academic Policy Committee
Revision January 2022

Rilke Policy 002 Rilke Branding

General Purpose: This policy outlines the use of Rilke Schule Name, Images, Logos, and Brand

1. Terms of Usage

- a. The use of Rilke brand media shall only be activities that bring positive light and credit to the school. The APC shall manage the brand and activities to ensure its appropriate usage while advancing the school's goals and strategic plan.
- b. Any individual or organization desiring to use any form of the Rilke brand or conduct an activity must request approval from the Principal and receive authorization from the APC.
- c. Authorizations are required for all activities formally or informally associated with the school
- d. Authorizations may be issued on a by-case basis or as a blanket authorization for a single school year for recurring activities.
- e. All brand and activities use that is associated with incurring financial obligations or raising funds in the name of the school must receive a by-case authorization from the APC.

2. Request Process

- a. Requests to use any form of the Rilke brand or conduct an activity shall be submitted to the Principal in writing.
 - i. Requests at a minimum shall include:
 - (1) Name of individual/organization
 - (2) Purpose of brand usage or activity
 - (3) Whether or not any financial obligation or gain is expected
 - (4) Description of how usage supports Rilke's goals and strategic plan
 - (5) Description of how proceeds will be used
- b. The Principal shall:
 - i. Acknowledge receipt of any request in written or electronic format with a courtesy copy to the APC Chair.
 - ii. Review request to ensure it aligns with all applicable Rilke, ASD, state

Rilke Policy 003 Principal Evaluation

General Purpose: This policy outlines the annual and ongoing principal performance review process.

1. The APC shall construct

3. Evaluation Process
 - a. The principal's evaluation score shall be a weighted aggregate of the following four entities:
 - i. APC parent/guardian-elected member surveys (50 percent)
 - ii. ASD Director of Charter Schools or Director of Elementary Education

3. Complaints and Concerns
 - a.a

Rilke Policy 005 Complaints

General Purpose: The purpose of this policy is to define Rilke Schule's complaint process as a charter school within the Anchorage School District. This policy provides additional clarification and procedures not addressed in the school district's student handbooks relative to charter schools. Any student, parent, guardian, Rilke employee, or other concerned individual or entity may use it. This policy details the formal complaint process, the only authorized process to formally submit a concern to the APC and have it be entered into the official record. Concerns or complaints raised to the APC in any other format are informational only and will not initiate the formal investigatory, response, and resolution processes contained in this policy. The APC recommends that all complaints be resolved at the lowest level possible.

1. Responsibilities

- a. Rilke Staff shall attempt to resolve the matter at the lowest possible level and inform the principal of the outcome. Staff will inform grievant that matter shall be elevated to the principal for review and resolution before a formal complaint can be submitted to the APC. If the matter directly involves the principal, staff shall advise the grievant to directly contact the APC chair.
- b. Principal shall attempt to resolve the matter at the lowest possible level and inform the APC of the outcome at the next regularly scheduled APC meeting. If the matter directly involves the principal, the principal shall advise the grievant to directly contact the APC chair.
- c. If complaint proceeds to the APC level, the APC Chair and Secretary shall acknowledge receipt of the complaint in writing to the grievant within two working days and refer the matter to the chair of the Performance Committee for further action. APC Secretary shall record the final resolution of the matter in the official APC record.
- d. As per Anchorage School District Policy 618(h)5 Any member of charter school staff (classified or certified) who serve on the Academic Policy Committee shall recuse themselves from any votes, contract, evaluation, and termination.
- e. Performance Committee Chair shall provide instruction to the chair of the Ethics and Inquires Subcommittee of the Performance Committee (or such committee as shall subsequently be charged with such responsibilities) to substantiate and/or investigate the matter. The Performance Committee Chair further reviews reports of findings, providing a written response to the APC and grievant in cases of non-concurrence, maintains awareness of status of investigations and the response timeline established in this policy.
- f. Ethics and Inquiries Subcommittee Chair makes an initial determination whether the matter is substantiated and warrants further investigation, then conducts investigations as needed and writes reports -

- c. If the matter is substantiated, the subcommittee will launch an investigation, which shall be concluded in thirty (30) days or less. If additional investigatory time is needed, the subcommittee chair may request an additional thirty (30) day extension from the Performance Committee chair. Upon the conclusion of the investigation, the subcommittee will provide a written report of findings and recommended remedies to the Performance Committee chair.
- d. The Performance Committee chair will review the report within five working days and either concur, concur with comments, or not concur with the findings. If the chair concurs, the chair will add the report to the Performance Committee's overall report at the next regularly scheduled APC meeting.

Rilke Policy 006 Budget Planning and Programming

General Purpose: The purpose of this policy is to outline the Rilke Schule APC budgeting philosophy, definitions, responsibilities,

Rilke Policy 007 Communication

General Purpose: The purpose of this policy is to promote consistent and effective communication between
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policy may be adopted by majority vote of all members of the APC. The APC may waive the second reading or may require additional readings.

- d. Renewing a policy after its triennial review, if no changes are made, requires a simple majority vote of the APC.
- e. If

Rilke Policy 010 Split Purchases Prohibited

General Purpose: The purpose of this policy is maximize APC funds accountability and transparency. This policy specifically prohibits split purchases for execution of any APC-managed or controlled funds.

1. Definitions: a split purchase occurs when a known requirement at the time of purchase is divided into several transactions in order to:
 - a. Circumvent dollar thresholds defined in bylaws and/or policies (up to \$2,500 approved by Principal; \$2,500 - \$5,000 approved by APC treasurer)
 - b. Avoid competitive bids for purchases over dollar thresholds (\$5,000 or more approved by the APC)
 - c. Avoid other established purchase limits

2. Examples of split purchases or split requirements prohibited by this policy include:
 - a. One authorized purchaser makes multiple purchases from the same vendor on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
 - b. One authorized purchaser makes multiple purchases of similar products or services from the same or multiple vendors over a period of time when the total requirement was known at the time of the first purchase and the value exceeds the single purchase limit.
 - c. Multiple authorized purchasers purchase same or similar products or services that same day or in a compressed timeframe when the total requirement is known at a given time and purchase exceeds the O(nd)5()TJETQ0.00(requ)-19(i)12(re)-23(m)-6(ent)-131.0435 0 0 1O(nd)5()TJE G{.000

Rilke Policy 011 Rilke-funded Travel

General Purpose: This policy outlines Rilke-funded travel planning and reimbursement guidelines for Principal, staff, and APC members and/or designees.

1. General Principles
 - a. As much advanced notice and planning as possible shall be used in travel.
 - b. The Budget Policy should largely capture all recurring/annual travel needs.
 - c. Receipts are required for reimbursement.
 - d. Reimbursable-eligible expenses include transportation, lodging, meals, and incidentals.
 - e. Rilke Schule uses Federal per diem rates established each Federal Fiscal Year by the U.S. General Services Administration and Departments of Defense and State. These rates can be accessed at www.gsa.gov/travel.
 - f. Event fees are authorized claimable expenses. However, if meals are included with event registration, per diem will be deducted.
 - g. Rilke Schule staff shall utilize travel and transportation options most advantageous to the school.
 - h. This policy is a maximum; travelers may elect to travel and seek reimbursement for less than total expenses, e.g. asking for airfare without any per diem.
2. Travel
 - a. Air
 - i) Use of lowest carrier published fare establishes the ceiling price.
 - ii) Travelers may use discount and aggregator sites such as Travelocity, Expedia and others to find deeper discounts.
 - iii) No refundable ticket fees, exchange fees, and

Rilke Policy 012 Facility Rental

General Purpose: This policy outlines the process the Principal (or designee) shall use in renting space in the Rilke Schule facility.

1. Minimum Requirements
 - a. Only activities and organizations allowed in the Rilke Kiska lease may rent the facility.
 - b. No facility rental may go past 9 pm on any given day.

2. Exceptions
 - a. The Academic Policy Committee (APC), Rilke Schule Verein (RSV), and Rilke Schule, Inc. (RSI) are exempted from paying fees for any school event or function.
 - b. Clubs and groups deemed to be aligned with the mission and educational goals of Rilke Schule shall pay at a rate reduced by 80% from the standard rate. Eligibility for the reduced rate shall be decided by a group consisting of the Principal (or designee) AND the Chair of the APC Facility Committee or the Chair of Rilke Schule, Inc. (RSI).
 - c. The Principal or designee has the authority to refuse rental for any reason.

3. This policy should be reviewed on an annual basis and adjusted accordingly by the APC.

4. Rental fees

Standard rates

Space type	School Year Weekdays (5 pm - 9pm)	Weekend/School Holiday/Summer
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5. Rentals outside of office hours on a regular school day: Weekend/School Holiday/Summer
 - a. Weekend/School Holiday/Summer rates are established to cover additional operational costs as the building would not normally be in use during these times. Rates include a 4 hour minimum charge plus an operational fee.
 - b. Operational fee is in addition to rental rate with 4 hour minimum. Operational fee is in place to reflect the added burden to people and property in renting the building when it would otherwise be empty. Access to the building, and supervision of the building when it would otherwise be empty will likely require participation by a responsible member of the Rilke Community and compensation may be required.
 - c. Only one operational fee of \$100 (or \$20 when discount applies) will be charged per rental. A group renting the gym and several classrooms on a given weekend or holiday day would only be charged one instance of the operational fee.

6. Examples of rate application
 - d. Examples of groups that would pay standard rate: church groups, sports teams (other than Rilke teams), general community events
 - e. Examples of groups that would qualify for discounted rental rates: After school clubs not run by Rilke, camps and activities with a clear focus on world languages, arts, sciences, scouting.
 - f. Examples of groups that would not be charged: APC meetings, RSV-sponsored community events like Fasching, APC or RSV Board meetings, Rilke sports teams, Rilke-sponsored before-school or after-school clubs.

Rilke Schule German School of Arts & Sciences
1846 East 64th Avenue

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Anchorage, AK 99507

<https://www.asdk12.org/rilkeschule>

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DESCRIPTION OR COMPLAINT: Please include all important information such as location, names, dates, who was present and whom it was reported. Please use additional paper if more space is needed.

What remedy or action do you suggest?

Signature: _____

Date: _____

Date Received by the APC: _____