

SIGNATURE SCHOOL

EDUCATION PLAN

Approved by

**SIGNATURE SCHOOL
BOARD OF DIRECTORS**

June 19, 2019

I. ACADEMIC DESIGN

A. Mission and Vision Statement

1. **Mission:** The mission of the Signature School is to meet the needs of self-motivated learners in a progressive environment driven by global concerns. We emphasize rigor and excellence in academics, the arts, integrated technologies, and community service.
2. **Vision Statement:** To reach the highest level of secondary school academic excellence, as recognized by regional, national, and global standards.

Signature School does not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, veteran status, national origin, age, disability, genetic information, or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title IV and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act, and Section 504 (Rehabilitation Act of 1973).

B. Educational Program

1. Grade Levels/Ages of Pupils, Description of Educational Program, How Curriculum Incorporates Indiana Academic Standards

Signature School serves students in grades 9 through 12, ages 13-19 (21 for students with special needs). Its educational program is designed to develop the total learner through careful attention to the individual and shared components that comprise a comprehensive liberal arts education at the secondary level.

Signature School's educational program fosters international mindedness and challenges students to acquire credentials recognized around the world. All Signature courses are written to comply with the Indiana Academic Standards for the appropriate grade level and discipline. The Program of Studies details how the school's curriculum accomplishes these goals. **See Attachment A.**

2. Instructional Methods/Techniques

In addition to basic, sound instructional techniques (varying assignments to meet basic learning styles and all levels of concrete/abstract learning), Signature School incorporates:

- Sequenced Vertical Teaming
- Horizontal Teaming
- Team teaching
- Blocks of learning time (block scheduling)
- Independent research
- Learning through field experiences
- International emphasis in each subject
- Total immersion in world languages
- Community service
- Expert guest lecturers
- Authentic learning projects
- Technology-rich learning environment

It is the belief of Signature School that students learn best in small classes with well-trained, enthusiastic, caring educators who vary their instruction based on student need while maintaining high standards.

Signature School holds itself accountable through external assessments, such as state, national, and international testing, as well as through internal evaluation. The results of these assessments are published in the school's Annual Report. **See Attachment B.**

Signature School offers college credit through Advanced Placement (AP) tests, the AP Capstone Program, and the International Baccalaureate Diploma Programme (IB). All students take most of their classes on a college level.

3. Instructional Accommodations for Special Education Students

Signature School will comply with all applicable state and federal laws for students who are identified as needing special education services and for those who require accommodations under Section 504. Further information is available upon request to the school.

4. Instructional Accommodations for English Language Learners (ELL)

Signature School will comply with all rules and regulations regarding limited English Language Learners. Further information is available upon request to the school.

5. Unique Educational Services

Signature School is distinguished from other schools because students, with their “signatures,” attend the school by choice and pledge to do their best, knowing that the educational opportunities are rigorous and meet the academic needs of motivated students. Signature School offers a combination of unique educational services:

- Signature’s learning environment is unique because of its philosophical assumptions that, given the opportunity and expectations, individuals will act responsibly;
- Signature provides a stimulating and collegial learning environment;
- The school has established partnerships with businesses and the community;
- Signature School’s proximity to the Evansville Civic Center, the Indiana University School of Medicine – Evansville, the YMCA, Central Library, the Willard Library, government offices, financial institutions, hospitals, and other agencies provides easy access to resources and expertise;
- Signature encourages participation in internship programs and summer study consistent with the academic design;
- Community service is a graduation requirement;
- Signature provides mentoring for all freshman students;
- Signature requires independent research of all students;
- Signature’s curriculum is built on vertical and horizontal teaming and cross-curricular integration;
- Team teaching is recognized as a valuable component of Signature’s curriculum;
- Signature follows an internationally-based curriculum;
- There is an emphasis on accountability through internal evaluation and external assessment, such as state, national, and international testing;
- In accordance with the Indiana Charter Law, Signature School is allowed a greater degree of autonomy in exchange for greater accountability through its academic design, organizational structure, associations with the community, and active involvement of students and parents in the decision-making process;
- Students can obtain college credit in many of our courses through Advanced Placement tests, the AP Capstone Program, and the International Baccalaureate Diploma Programme;
- All Signature students are required to take four years of the same world language;
- All Signature students follow a path to obtain the Indiana Academic Honors Diploma;
- All Signature students follow a program of study that prepares them to be IB diploma candidates and AP Capstone diploma candidates.

6. Curriculum Committee

Signature School's Curriculum Committee meets to evaluate and review curriculum and to evaluate and review individual student course requests. The Committee is composed of faculty representatives from each department, but all staff may attend and participate in the meetings.

7. Textbook Adoption

Signature School generally follows the textbook adoption cycle established by the state of Indiana. Faculty members within a given subject area and administrators work to ensure that adopted texts meet the academic or pedagogical needs of the students

C. Strategic and Continuous School Improvement and Achievement Plan

1. Update of the Signature Charter

This Education Plan serves as Signature School's School Improvement Plan (SIP). The Executive Director will appoint a School Improvement Committee, and together with the committee, will work to review, update, and improve the Education Plan. The School Improvement Committee may include administrators, teachers, parents, students, and business/community leaders.

2. Timeline for Education Plan Revisions & Renewal

The Executive Director will submit any proposed revisions of the Education Plan to the Signature Board of Directors for review by May 1 of the year prior to implementation. The Board of Directors will approve all revisions to the Education Plan by June 1. Signature School will provide the Evansville Vanderburgh School Board of Trustees with a copy of the revised Education Plan within ten (10) business days after the date it is approved by the Signature School Board of Directors.

Should the need arise to amend the Signature School's Charter and should any such amendment require revision to its Education Plan, Signature School will provide the Evansville Vanderburgh School Corporation with a copy of the revised Education Plan within ten (10) business days after the date it is approved by the Signature School Board of Directors.

3. Achievement Objectives and Benchmarks

Signature School will surpass local, state, and national averages in the following areas, using the benchmarks listed.

| Objective | Benchmark |
|--|---|
| Performance on statewide measurements | Indiana statewide assessments |
| Performance on national measures | PSAT, SAT, ACT, AP scores |
| Participation in honors classes | Number of students enrolled in upper level academic courses |
| Participation in Advanced Placement programs | Number and percentage of students enrolled in Advanced Placement courses |
| | Number and percentage of students taking Advanced Placement Examinations |
| | Advanced Placement test scores |
| Participation in International Baccalaureate Programme | Number and percentage of students enrolled in IB courses |
| | Number and percentage of students taking IB Examinations |
| | IB test scores |
| | Number of IB diploma candidates |
| | Number of IB diploma recipients |
| Number of college placement credits | Number of college credits earned through university study, Advanced Placement, International Baccalaureate, and college placement test scores |
| Graduation rates | Number and percentage of seniors graduating |
| Academic Honors Diplomas | Number and percentage of students graduating with the Academic Honors Diploma |
| Post-Secondary Study | Number and percentage of students who enter post-secondary study |
| Participation in the community | Number of hours of community service completed |
| Scholarships | Number and amount of college scholarships, proportionally |
| Participation in the Certificate of Multilingual Proficiency | Number and percentage of students achieving the Certificate of Multilingual Proficiency |

4. Assessment of Students

Signature will administer state standardized assessments and follow the established statewide testing schedules. Signature will supplement state assessments with internal measures, AP and IB exams, academic competitions, and public demonstrations of mastery, all linked to state standards.

5. Identifying Educational Strengths and Needs of Students

Student strengths and needs are assessed through observed interactions, standardized test scores, and class performance. Teachers, the counseling staff, and parents work together to track student progress and develop individualized strategies, as needed.

6. Assessments and Methods of Measurement for Special Education or English Language Learners

In addition to the strategies detailed in this document in Section B, Subsections 3 and 4, teachers will meet in horizontal, grade-level teams to discuss any student who is having difficulties in class due to limited English proficiency or to a special learning need. The special education teacher will devise strategies to meet the needs of the student having difficulties. These strategies will be in compliance with all state and federal laws.

7. Core 40 Curriculum, Academic Honors and Advanced Placement/International Baccalaureate

To earn the Academic Honors Diploma (AHD), students must receive a grade of C or higher in courses designated as AHD courses by the state and must maintain a B average. Signature students who earn the IB Diploma will also earn the Academic Honors Diploma (AHD). Students who do not meet the AHD and the additional Signature School course requirements may be eligible for a Core 40 Diploma. All four-year Signature students complete four years of Advanced Placement coursework, two years of International Baccalaureate coursework, and courses for the AP Capstone Program. Charter schools are held to a high degree of accountability, and all students enrolled in AP and IB courses are expected to sit for the exams. Signature will maintain academic transcripts for all its students as documentation that all requirements for graduation stipulated by the State of Indiana and the Indiana Department of Education (IDOE) are met.

Diploma/graduation checklists for each student will be maintained by the counselor's office. These records will verify the student's attainment of the required standards and serve as evidence to recommend the student's graduation to the school administrator.

8. Grading Policy

The “Signature” in our name indicates that students, parents, and teachers have signed an agreement pledging that they are motivated to work beyond the average and that the high academic standards are not negotiable. Signature will offer all reasonable help to the student attempting to meet the expected levels of performance. Students will not graduate without achieving the expected levels of performance.

Signature School students who receive a grade below a C in a course required for the Academic Honors Diploma must repeat the course. Exceptions are outlined in the Program of Studies.

9. Parental Participation

Parents are partners in education at Signature School. In accordance with the school’s charter, the president of the Parent Teacher Student Association (PTSA) serves on the Signature School Board of Directors. To further facilitate parent participation, Signature School will

- a. Use a variety of communication tools on a regular basis, such as the school’s website, telephone, e-mail, mail, social media, and the school’s automatic messaging communication system
- b. Provide access to the online student demographic software program which gives parents access to their child’s grades, assignments, and attendance
- c. Provide course information on the website
- d. Provide information regarding course expectations and offerings, student placement, school activities, student services, and optional programs
- e. Send report cards to parents, with follow-up conferences as needed
- f. Share information on school reforms, policies, discipline procedures, assessment tools, and school goals
- g. Encourage prompt contact between parents and teachers when concerns arise
- h. Communicate with parents regarding positive student behavior and achievement
- i. Provide opportunities for parents to communicate with the Executive Director and other staff
- j. Promote informal activities at which parents, staff, and community members can interact
- k. Work with the parent group to provide social activities for the students
- l. Include parents on decision-making and advisory committees

- m. Encourage active parent participation in the decisions that affect students, such as student placement, course selection, and individual personalized education plans
- n. Work with the parent group to gather volunteers with special skills and talents
- o. Work with community partners and the parent group for special events to promote learning at Signature School

10. Professional Development

Signature's professional development program is designed to comply with IDOE guidelines and state statute. Professional growth is a continuous individual responsibility designed to provide a clear focus on specific identified goals. Plans are unique to the individual educators and may be supported through professional growth activities and curriculum development at the school level and through professional leave opportunities to participate in worthwhile activities (Advanced Placement workshops or International Baccalaureate training, for example) in other locations.

The professional growth program encourages diverse techniques, including inquiry, reflection, action research, networking, study groups, coaching, and evaluation. The program and activities under the program will be evaluated. Job-embedded activities such as shared team planning time and in-house collaboratively planned workshops and seminars allow teachers to improve expertise in subject knowledge, teaching strategies, uses of technology, and other essential elements in teaching high standards.

The professional growth plan

- is school-based and collaboratively designed and encourages participants to work collaboratively;
- has a primary focus on state and local academic standards, including a focus on Academic Honors, AP and IB subject areas;
- enables teachers to improve expertise in subject knowledge and teaching strategies, uses of technologies, and other essential elements in teaching to high standards;
- furthers the alignment of standards, curriculum, and assessments; and
- includes activities to ensure the transfer of new knowledge and skills to classroom instruction.

The professional growth plan allows teachers to present their efforts and learning in a collegial and trusting environment that recognizes and dignifies what teachers are doing.

11. Discipline Policy

Signature School maintains a comprehensive set of student discipline policies including Signature School Rules and Guidelines, Lunch Procedures, Anti-Bullying Policy, Acceptable Use Policy, and the Honor Code. **See Attachment C.** These policies are distributed and explained in an all-school assembly on the first day of school. They clearly describe the school's expectations regarding attendance, mutual respect, substance abuse, violence, safety, and work habits.

Students and parents must sign a statement verifying that they have received a copy of the Signature Rules & Guidelines, Lunch Procedures, Anti-Bullying Policy, Acceptable Use Policy, and the Honor Code. Students are responsible for returning the signed statement to the school where it is kept on file.

Any student who engages in repeated violations of Signature School's behavioral or academic expectations will meet with the Executive Director who may request the presence of the counselor, teacher(s) and the student's parent or guardian. This meeting may result in a specific, written agreement with the student outlining expectations for student conduct. The agreement may delineate timelines and the consequences for failure to meet expectations. Such consequences may include, but are not limited to suspension or expulsion. Students who present an immediate threat to the health and safety of other students, to themselves, or the staff will be suspended, pending due process procedures.

Signature School's policies will provide all students due process and are developed to conform to applicable federal and state laws regarding students with exceptional needs. Signature School will notify any inquiring school corporation of any expulsion and will include suspension and expulsion data in its annual performance report.

Signature School may, at its discretion, report any disciplinary action to colleges, universities, and other post-secondary institutions as well as other legitimate organizations where a student may seek admission or with which a student wishes to associate.

12. Security Plan.

Signature School has a security plan that is reviewed and updated annually by the School Safety Committee. The plan is included in materials provided by the Executive Director to the teachers and staff at the first staff meeting of the school year. Signature School has an open campus, and the staff makes every effort to ensure the safety of the students.

The School Safety Coordinator receives school safety training annually, provided by the Indiana School Safety Specialist Academy.

Posted in each classroom, office, and gathering place is a map of evacuation routes detailing instructions for emergencies such as fire, tornado, earthquake, explosion, intruder in the building, and biological hazard. In addition, each

classroom and office is provided with emergency kits which include class lists and first aid supplies. The emergency kits are carried by teachers when various drills and/or evacuations are performed. **See Attachment D.**

13. Technology Initiatives

The Technology Committee, appointed by the Executive Director, facilitates the integration of technology within the curriculum. The committee develops, revises, and updates the school's technology plan. **See Attachment E.**

II. GOVERNANCE AND MANAGEMENT

A. Identity and Status of the Organizer

The Organizer is Signature School. It is a not-for-profit organization designated as a 501 (c) 3 entity by the Internal Revenue Service. For IRS determination, see **Attachment F.**

B. Organizer's Bylaws and Articles of Incorporation, see Attachment G.

C. Organizer's Beliefs Regarding Benefits to Students and Community

1. Signature School believes that students today need to acquire the knowledge, skills, values and attitudes to be responsible citizens and effective workers in the global workforce of the 21st Century. Because Signature School has implemented an internationally based curriculum, the community looks to Signature to provide a viable alternative for students seeking world-based studies.
2. Signature School's leadership structure is predicated on the belief that Board members, administrators, faculty and staff share the focused goal of ensuring student success. All play a role in creating the positive climate and culture pivotal to the school's success.
3. The Signature School Board has high expectations for integrity and academic excellence and believes all students can succeed when willing to put forth the effort and when faculty are dedicated to working with them and helping as necessary. The Board charges the Executive Director with the responsibility of ensuring that these expectations are articulated and implemented in short and long-term decisions.
4. In addition, Signature School believes Signature School fosters a spirit of inquiry that encourages students to incorporate and connect content from a variety of disciplines as they explore the real-world applications.

5. Signature School recognizes that it provides an excellent environment where everyone assumes a high degree of civility and responsibility. The curriculum and school atmosphere, which emphasizes community, helps the students understand the great issues and challenges that face our country today. The practice of effective, responsible citizenship within the school extends to the home, the community, the nation, and the world.
6. The Executive Director and administrative team, in turn, work to empower and support teachers so they can provide students with the tools they need for success.

D. Signature School's Board of Directors – Names/Addresses

Signature School Board of Directors shall be composed of not less than seven (7) and not more than nine (9) members. The following persons shall serve as members of the Board of Directors:

- Executive Director of Signature School
- President of Parent Teacher Student Association
- Director elected by Signature teachers
- Not less than three (3) and not more than five (5) directors elected by the Signature School Foundation, Inc.
- One at-large member to be elected by the other members of the Board of Directors

For names and addresses of the Board of Directors see **Attachment H**.

E. Administrative Staffing Plan

The administrative staff may be determined by the Executive Director with the approval of the Signature School Board of Directors. The Executive Director shall be responsible for the operations of the school and, with input from the staff, for the development of school programs and policies for review and approval by the Board of Directors. The Executive Director will administer the budget, oversee the development and building of the master schedule, interview candidates for staff positions, and make employment recommendations to the Board of Directors.

Assessment and evaluation of all staff will be conducted by the Executive Director who may enlist the assistance of other administrators who have received teacher evaluation training in accordance with Indiana statute.

F. Business Arrangements/College Credit/Partnerships

Signature School may establish agreements with universities or partnerships with various area businesses for the purpose of enhancing student learning and practical experiences.

Signature School students may earn college credit based on their AP and IB exam results.

III. OPERATIONS

A. Dates and Term

The Signature School calendar will reflect the school's international and academic Focus. The school will follow state law with regard to attendance.

B. Pupil Recruitment and Enrollment (See attachment I)

1. Eligibility

Signature School does not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, veteran status, national origin, age, disability, genetic information, or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title IV and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act, and Section 504 (Rehabilitation Act of 1973).

2. Admissions Policy

In accordance with the Charter Schools Act, current students and their siblings will have enrollment priority. Enrollment priority will be given to siblings of current Signature School students at the time of their initial eligibility for admission to the school. Enrollment priority will also be given to dependents of Signature School faculty and staff. Signature School will follow the procedures outlined in the section entitled "Applications for New Students" (see below).

3. Open Application Plan

Signature School has implemented an application procedure that is open to all applicants without regard to their sex, race, religion, ethnic origin, disability, sexual orientation and socio-economic background. This procedure is the same for all applicants regardless of a parent or guardian's financial situation or position in the community. Signature School will accept applications from current Indiana residents and from students who state in writing that they will be residents of Indiana by the June 1 date preceding the start of the school year and who subsequently confirm to the school's satisfaction such Indiana residency by such

date. The Board will ensure that admissions policies and procedures comply with the Indiana Charter School Law and with any applicable court ordered desegregation plan.

Signature School conducts an application information session and holds an open house at the school. Application procedures are posted on the school's website. The application will be made available online and at the school.

4. Applications for New Students

- a. Enrollment for each grade level is determined by building capacity, individual class sizes, and, in regard to upperclassmen, the ability to accommodate the individual applicant's class scheduling needs.
- b. The open application period will begin the first Tuesday after the first Monday in November and will end the second Monday in December. Upon receipt, all applications will be date/time stamped. If the number of completed freshman applications exceeds the openings available, a lottery will be held in January for freshmen to determine which students will be admitted.
- c. Signature School will give priority for admission to siblings of current students and to dependents of Signature School faculty and staff provided that their completed applications are received prior to the end of the open application period.
- d. Dependents of faculty and staff members hired after the expiration of the open application period will be given priority for admission.
- e. As per Charter Law, students must be Indiana residents to attend Signature School. Proof of residency is required by the June 1 date preceding the start of the school year.

If the number of applications received by the application deadline does not exceed the number of available seats in a grade, all applicants who submitted completed applications for that grade during the open application period will be accepted in that grade.

If a student has been accepted to the school but does not confirm enrollment by the June 1 date preceding the start of the school year, he or she will go to the end of the waiting list and the next student on the waiting list may be enrolled. If a student on the waiting list does not confirm his or her desire to remain on the waiting list by the March 15 date preceding the start of the school year, he or she will go to the end of the waiting list. Waiting lists expire with the beginning of a new open application period, which commences the first Tuesday after the first Monday in November.

Students who withdraw from Signature School must reapply for admission and follow the procedures outlined above for new students.

5. Procedures for Conducting the Lottery

- a. Once completed applications are received by the school, applicants' names will be printed on blank cards suitable for a drawing. All cards will be the same color, design, size, and weight.
- b. Applicants who submit their application will receive an acknowledgement of receipt.
- c. All lottery cards will be placed in a suitable container for the drawing, and appropriate security measures will be taken.
- d. Cards will be drawn by a neutral party.
- e. As each card is drawn, the applicant's name will be placed on a Master Roster.
- f. Names of remaining applicants will be put on a waiting list in the order their names are drawn. Students on the waiting list will be offered placement in the order in which they appear on the list as openings occur.

6. Waiting List Policy

Applications received after the end of the open application period will be added to the waiting list in the order in which they are received. The applications of siblings will not be given preference if received after open application has closed.

7. Enrollment Software

Signature School uses enrollment software for keeping student enrollment records and student demographics.

C. Human Resources

1. Human Resources Policies & Hiring of Personnel/Background Screening

The Signature School's Executive Director shall determine the number, qualifications and job titles of employees need to staff the School, subject to the approval of the Signature School Board of Directors.

Generally, Signature School will announce the availability of positions on the internet/website. Teachers and other administrators may assist the Executive Director in hiring new faculty and staff.

All teachers, administrators, and school staff will be screened in accordance with Indiana law. This will include a criminal background check and a child abuse registry check.

2. Employment and Staff Benefits

- a. Individuals who choose to be teachers at the Signature School shall choose so

voluntarily, and Signature School shall have authority to choose the individuals who will be teachers at the Signature School.

b. Subject to legal requirements, an individual who teaches at Signature School must meet the Indiana requirements for teacher licensing and certification.

c. An individual who provides a service to students in a Charter School that is not teaching, and for which a license is required under Indiana law, must have the appropriate license to provide such services in Indiana.

d. Signature School shall participate in the following:

- (1) The Indiana State Teachers Retirement Fund; and
- (2) The Public Employees' Retirement Fund in accordance with I.C. 5-10.3.

e. As "Authorizer" of Signature School and through mutual agreement, Evansville Vanderburgh School Corporation will make available health insurance and all other employee benefits to employees of Signature School that Evansville Vanderburgh School Corporation makes available to its employees. Signature School will reimburse Evansville Vanderburgh School Corporation for the cost of benefits for Signature School employees plus an administrative fee as provided by I.C. 20-24-7-4.

f. For teachers who have been employees of both Signature School and the Evansville Vanderburgh School Corporation all benefits accrued by teachers as employees of the Signature School are the financial responsibility of Signature School. Signature School is required to pay those benefits directly to or reimburse the Evansville Vanderburgh School Corporation for the cost of the benefits. All benefits accrued by a teacher during the time that the teacher was an employee only of the Evansville Vanderburgh School Corporation are the financial responsibility of the Evansville Vanderburgh School Corporation. The Evansville Vanderburgh School Corporation is required to pay those benefits directly or to reimburse the Signature School for the cost of the benefits.

D. Transportation and Meals

1. Transportation

Signature School may contract with the EVSC as necessary to provide traditional bus transportation for regular students and special education students in accordance with all applicable state and federal laws for those students living within Vanderburgh County. In addition, parents may transport their children to and from the school. There is access to public bus routes within one block of the school.

2. Meals

Signature School Lunch Procedures are distributed to all students on the first day of school. According to these procedures, students may bring sack lunches from home, eat at selected downtown restaurants (under teacher supervision), or purchase food from downtown restaurants to eat in the student commons. **See Attachment C.**

IV. SAFETY

Signature School shall comply with state statutes for building, fire and safety, and zoning codes for school use.

V. FINANCE

- A.** Financial management of the Signature School will be through its Executive Director and the Board of Directors. Signature School will perform or outsource accounting and payroll services in accordance with the procedures established by the Indiana State Board of Accounts. The Executive Director will maintain attendance and enrollment data.
- B.** Signature School has established a line of credit with the Signature School Foundation. In addition, Signature School may obtain other financing as necessary with the prior approval of the Signature School Board of Directors.
- C.** Signature School shall maintain appropriate policies of insurance, as determined by its Board of Directors.
- D.** Signature may contract with the EVSC and/or other entities for services such as, but not limited to, transportation, special education services, education evaluation and testing, and technology.

VI. ATTACHMENTS

- A.** Program of Studies
- B.** Annual Report
- C.** Signature School Rules & Guidelines, Lunch Procedures, Anti-Bullying Policy, Acceptable Use Policy, Honor Code

- D.** Signature Emergency Plan
- E.** Technology Plan
- F.** IRS Determination
- G.** By-Laws and Articles of Incorporation
- H.** Signature Board of Directors (Names/Addresses)
- I.** Lottery Procedures