

SOLDIER HOLLOW CHARTER SCHOOL



Policy Manual

Approved June 2019

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Introduction

This Policy and Procedure Manual is for all Soldier Hollow Charter School employees and supersedes all previous editions. All employees are subject to the terms and conditions of the Policy and Procedure Manual. Employees are also subject to the terms and conditions of the Employee Handbook.

This manual provides policies and procedures to establish a standard that guides how we conduct ourselves as employees including how we work, interact with others and manage the business of the school. The policies contained in this manual are in keeping with the school's values and goals.

Soldier Hollow Charter School is committed to fair and equitable treatment of its employees in accordance with established policies; thus the Policy Manual is designed to be the primary reference document for communicating and interpreting human resources policies, programs, and procedures. Separate documents/pamphlets with respect to the operation or administration of human resources-related functions and programs may be distributed to augment the provisions of this manual.

This manual supersedes all inconsistent communications as well as prior personnel policies and procedures. No provisions in this manual should be construed as an implied or expressed contract or guarantee of employment.

It is the practice of the School to process substantive changes in these policies through our governance process. However, the School reserves the right to interpret, alter, reduce, or eliminate any practice, policy or benefit, in whole or in part, where changes in law or other circumstances render changes in the policy necessary to the welfare of the School. As changes are made in policies, the appropriate pages in the manual will be brought up to date. A detailed log of these changes is maintained with the [manual](#). The Policy and Procedure Manual is maintained by the Office Manager and Secretary of the Board of Trustees.

The School's Charter and Bylaws also include information which may be of interest to employees; copies of these documents are available in the office.

01-101A—Board Governance (As stated in the charter)

The highest level in the administrative structure of the Soldier Hollow Charter School will be the Board of Directors. A seven-member board will govern the school. Additional Board members will be nominated as needs arise, not to exceed nine-members. A principal will handle the day-to-day operations of the school, under the direction of the Board. The teachers will report to and work under the guidance of the principal. The principal will hold a key position in the success of the school and must be an excellent communicator. The principal will facilitate communication between the Board, the teachers and the parents. The principal will be responsible for all reports due to the Utah State Office of Education. Keeping accurate records of enrollment, attendance and student information is a key responsibility of the principal. With direction from the Board, the principal will implement spending and control of the budget. The principal will report to the Board as a whole.

Governing Board: The parents of currently enrolled students will elect new board members to fill expiring positions at an annual parent meeting. Each family is given one vote in the election of Board members. The term of office for each Board position will be two years. If a Board member resigns or is dismissed, the Board will select a replacement to fill the remainder of the unexpired term. The term and the election of Board members will be in accordance with the by-laws of the Soldier Hollow Charter School, a non-profit corporation. The purpose of the Board of Directors is to govern, and not to manage, the school. An important function of the Board is to perpetuate the school and its unique educational focus. Board members will carry out the Soldier Hollow Charter School vision, foster relationships with the staff and the school community as well as the community at large.

Each Board member of Soldier Hollow Charter School shall have a firm belief in the Charter and be fully committed to the school and the charter school concept. The Board of Directors will oversee the budget and be responsible for long range institutional/financial planning. The Chair of the Board will be elected by the Board, and will serve as the chief administrative officer. The Board will also elect one member to fill a vice-chair position, a treasurer position and a secretary position. The Board will oversee committee work as needed. Possible committee responsibilities include: teacher and specialty teacher recruitment, staff communication, budget and administrative needs, curriculum and student evaluation, public relations, grant writing, fund-raising, the physical facility, special projects, and community relations. Board meetings will be held regularly throughout the year – normally once a month, or as the Board deems necessary. Meeting procedures will be in accordance with State Board meeting guidelines and requirements. Any motion brought before the Board will require a majority vote to be approved or denied. Motions may not be voted on unless a quorum is present. (A quorum is defined as a simple majority of all currently elected/appointed Board members.)

Qualifications: Prior board experience is helpful but not necessary. A high value for professionalism and the success of the school is mandatory. Board members will be required to read and be familiar with the school's Charter, to have a basic knowledge and

belief in the concept of environmental education, and to be in agreement with the educational philosophy, classroom management policy and administrative structure of the school.

The Board of Directors will:

- Govern, not manage, the school
- Perpetuate the school and its unique educational focus
- Carry out the Soldier Hollow Charter School vision
- Foster relationships with the staff, the school community, and the community at large
- Oversee the budget and be responsible for long range institutional/ financial planning
- Oversee committee work
- Hold board meetings regularly
- Attend a Community Council meeting
- Attend a board conference where goals are defined, self-evaluation is initiated and learn about effective leadership
- Be the best public relations representatives the school has
- To fulfill their responsibilities on the Board, Board committees or subcommittee to their fullest capacity.
- To attend at least one Community Council meeting per year to show support and encouragement for this vital aspect of the school.
- To attend a yearly Board conference where the goals of the Board are defined, a Board self-evaluation is initiated, speakers present information on effective leadership and other pertinent topics are discussed.
- To be the best public relations representatives the school has.

Behavioral Expectations:

While at school, Board members will be mindful of the different roles they play: parent, volunteer, Board member, ect. A Board member shall:

- not use their position of authority while acting in their parent or volunteer roles.
- Foster good relationships with the principal and staff.
- Board members will exemplify integrity, honesty and respect.
- Keep a dedication and commitment to the vision of Soldier Hollow Charter School as a top priority
- Respect and listen to ideas presented by other Board members. Professionalism is expected in all situations.
- Recognize the importance of speaking in a unified voice when discussing Board related issues with the school community.
- Direct the speaker to the Board member/staff member who is involved in the situation when receiving criticisms from parents of others about staff or other Board members.
- Never speak negatively about staff or other Board members to the school community or parties outside the school community. Conflicts will be resolved with the people with whom the conflict was created. Board members will commit to resolving conflict directly with each other or with the appropriate staff member

and not share the conflict with anyone outside of the conflict, including other parents, other staff members or the media. Any Board member involved in a conflict that cannot be resolved will put the vision of the school first and step down from the Board.

- Sign an agreement that they will abide by the above expectations.

01-101B—Board Governance (As stated in the By-Laws)

The board shall have the powers to:

- Elect and remove Trustees.
- To select and remove officers, agents and employees of the corporation; to prescribe powers and duties for them; and to fix their compensation.
- To conduct, manage and control the affairs and activities of the corporation and to make rules and regulations.
- To enter into contracts, leases and other agreements, which are, in the Board's judgment, necessary or desirable in obtaining the purposes of promoting the interests of the corporation.
- To carry on a business at a profit and apply any profit That results from the business activity to any activity in which the corporation may engage.
- To act as trustee under any trust incidental to the corporation's purposes, and to receive, hold, administer, exchange, and expel funds and property subject such a trust.
- To acquire real or personal property, by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer interest, encumber, convey or otherwise dispose of such property
- Borrow money, incur debt, and to execute and deliver promissory notes, bonds, debentures, Deeds of trust, mortgages, pledges, hypothecation and other evidences of debt and securities
- To identify and maintain Insurance on behalf of any of its Trustees, officers, employees or agents for liability asserted against or incurred such person in such capacity or arising out of such persons status as such, subject to the provisions of Utah nonprofit corporation law and the limitations noted in these bylaws.

(See By-Laws for additional information about number of Trustees, eligibility, interested persons, term of office, removal/resignation of Trustees, and vacancies).

Board Meetings

Meetings of the Board of Governors shall be held at any reasonable convenient place as the Board may designate (and are currently held in the library of Soldier Hollow Charter School). An annual meeting shall be held in May of each year for the purpose of electing Trustees, making and receiving reports on corporate affairs, and transacting other business as comes before the meeting. Regular meetings shall be held at various times within the year as the Board determines (currently the second Thursday of the month at 6:30 p.m.).

(See By-Laws for additional information about special meetings, adjournment, notices, board action, officers and elections, non-liability of Trustees, indemnification of corporate agents, self-dealing transactions, and other provisions).

01-102—Board Member Code of Conduct

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Members must demonstrate loyalty to the charter and board policy, unconflicted by loyalties to staff, other organizations, or any personal interest as a parent, or as a friend or associate of other parents at the school.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There will be no self-dealing or business by a member with the school outside the scope of the conflict of interest policy. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.
 - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote but also from the deliberation.
 - c. Board members will not use their board position to obtain employment at the school for themselves, family members, or close associates. A board member who applies for employment must first resign from the board.
3. Board members may not attempt to exercise individual authority over the organization.
 - a. Members' interaction with the director or other staff must recognize the lack of authority vested in individuals except when explicitly authorized by the board, and members must interact appropriately with staff when acting as the parent of a student.
 - b. Members' interaction with the public, the press, the authorizer, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly-stated board decisions.
 - c. Except for participation in board deliberation about whether the director has achieved any reasonable interpretation of board policy, or when expressing an appropriate opinion as the parent of a student, members will not express individual judgments of performance of employees or the director.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared and present for board deliberation.
6. Members will support the legitimacy and authority of the final determination of the board on any matter without regard to the member's personal position on the issue.
7. Members will undergo a criminal background check prior to election to the board.

01-103—Governance Process Policy

The purpose of the board, in compliance with its approved charter, is to ensure that Soldier Hollow Charter School achieves appropriate results for its students at an appropriate cost and avoid unacceptable actions and situations.

The board will govern lawfully, observing the principles of Policy Governance and the school's charter, with an emphasis on strategic leadership more than administrative details, clear distinction of board and administrative roles, encouragement of open discussion in viewpoints, united rather than individual decisions, and proactivity rather than reactivity.

The board shall produce within the above limitations:

1. Authoritative linkage between the charter and the operational organization of the school.
2. Written governing policies that realistically address the broadest levels of all organizational decisions and situations.
 - a. Outcomes: the organizational impacts, benefits, outcomes; recipients, beneficiaries, impacted groups; and their relative worth in cost or priority.
 - b. Methods: constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process: specification of how the board conceives, carries out, and monitors its own task.
 - d. Delegation: how power is delegated and its proper use monitored; the director's role, authority, and accountability.
 - e. Assurance of successful school performance on outcomes and methods.

01-104—Committee Policy

The purpose of Committees is to assist the Board, the Director, and the Parent Organization in accomplishing the Mission and Charter of Soldier Hollow.

The Board establishes the following standing committees to report to the Board:

- Executive
- Academic Excellence
- Financial Accountability
- Capital Fundraising
- School Land Trust

The Board directs the Director to establish the following standing Committees to report to the Director:

- Curriculum
- Public Relations
- Technology
- Safety

The Director will establish additional committees and the Parent Organization leadership will establish additional PTO committees as they deem necessary for the performance of their specific responsibilities and authority within Soldier Hollow's Mission and Charter.

The Director and Committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to the school's Charter and Mission.

The Executive Committee is delegated the responsibility to evaluate the Director's job performance, and gather data about the staff, student, and parent relationships through an annual survey.

The Academic Excellence Committee is delegated the responsibility to present to the Board annually an accountability plan for gathering data about the school's academic progress. The Academic Excellence Committee is responsible to compile the data required by the school's accountability plan and charter and present the data plus a summary to the Board. Members of the Academic Excellence Committee will be appointed by the Board.

The Financial Accountability Committee will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see that complete books and records of account are kept, prescribe and supervise an adequate system of internal audit, and oversee the preparation of statements of account showing the financial position of the school and the results of its operations. The Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors. The Treasurer will chair the Financial Accountability Committee and the Office Manager will be a

member. Other members of the Financial Accountability Committee will be appointed by the Governing Board.

The Capital Fundraising Committee is delegated the responsibility to raise large donations to the school for use in capital improvements and other large one-time expenses. The Capital Fundraising Committee will coordinate with other fundraising committees established by the Director or Parent Organization. The Committee will recommend to the Board a plan for special honors to individuals or groups making large donations to the school. Members of the Capital Fundraising Committee will be appointed by the Board.

The Board designates elected members of the Board and the Director as the members of the School Land Trust Committee. An additional member of the school staff will be elected annually by the staff to serve on the School Land Trust Committee. The School Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Utah Code Section 53F-2-404. The School LAND Trust Committee shall annually hold a discussion with school administrators about safety concerns and efforts to address them.

Members of committees reporting to the Director will be appointed by the Director and may include board members, staff, parents, or other community members. Responsibilities of committees reporting to the Director will be delegated to the committee in writing by the Director. The Director will ensure that the responsibilities of the standing committees reporting to the Director are consistent with roles and duties outlined in the school's Charter, State and Federal Law, and the requirements of State and Federal grants the school has accepted.

01-105—Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Soldier Hollow Charter School (**School**), or result in personal financial, professional, or political gain on the part of such persons at the expense of School or its members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of School. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to School and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of School. *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to School.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from a School transaction or staff member of such organization receives payment from School for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from School.
 - e. A board member or staff member is a member of the governing body of a contributor to School.
 - f. A volunteer working on behalf of School who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect School's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. A Board member or Committee member who is formally considering employment with School must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with School must submit a written request for a temporary leave of absence to the Secretary of the School Board, c/o School's office, indicating the time period of the leave. The Secretary of School will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the School.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending School's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with School or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

Conflict of Interest Disclosure Form

Soldier Hollow Charter School

This form must be filed annually by all specified parties, as identified in the School's Conflict of Interest Policy Statement (ratified by School's Board of Directors on *June 13, 2019*).

___ I have no conflict of interest to report

___ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date

01-106—Complaint Policy

Definitions:

Complaint: A written submission from any individual within the Soldier Hollow Charter School community (i.e. student, parent, employee) who:

1. Sets forth the allegation that there has been a violation of any school policy, reasonable and accepted practices, or state or federal rule or law;
2. Specifically identifies the policy, practice, rule or statute violated.

Complainant: Any individual or group of individuals aggrieved by a decision or condition falling under policy, reasonable and accepted practices, or state or federal rule or law.

Organizational Structure: The hierarchy of Soldier Hollow Charter School for addressing all Complaints. The organizational structure varies depending on the area of alleged violation. Below is the hierarchy used for Complaint procedures in this policy:

Classroom Instruction	Special Education	Office Staff/ Aides	Facilities
Classroom Teacher	Special Education Staff	Directly involved party	Directly involved party
	Special Education Director	Office Manager	
School Director	School Director	School Director	School Director
Board of Trustees	Board of Trustees	Board of Trustees	Board of Trustees

Procedure

Step I:

Any individual alleging a Complaint is encouraged to resolve the problem, if possible, through a discussion with the person or persons suspected of a violation, beginning at the lowest level of organizational structure.

1. Students and parents should discuss classroom concerns first with classroom teachers.
2. Employees should discuss concerns first with directly involved parties.
3. When individuals hear complaints or receive formal Complaints, they should make sure that Complainants or potential Complainants have first attempted in good faith

to resolve problems with persons directly involved.

Step II:

In the event that the informal discussion with directly involved parties does not resolve the issue, the Complainant shall file a formal written Complaint form with the next responsible individual in the organizational structure. Complaint Forms are available from the office manager or from the school's website.

1. The Complaint must be filed within twenty (20) working days of the date the Complainant knew, or should have known, of the circumstances that precipitated the Complaint.
2. The responsible individual shall respond in writing, within five (5) working days following receipt of the Complaint.
3. If the next responsible party is the School Principal or Middle School Dean, Step II does not apply, and the Complainant moves to Step III.

Step III:

If the response (decision) at Step II does not resolve the problem, the Complainant shall forward the Complaint to the School Director to initiate Step III.

1. The School Director shall investigate the complaint with the parties concerned in the Complaint within fifteen (15) working days of the Complaint having been filed at Step II.
NOTE: The School Director may choose to convene a Complaint committee of two to three additional administrators or members of the faculty as part of the investigation of a complaint and in order to recommend a decision on the issue of Complaint.
2. At the conclusion of the investigation, the School Director shall render a decision and issue a written report setting forth his/her findings and recommendations for the resolution of the Complaint within five (5) working days.
3. The Complaint shall be considered resolved if the Complainant and the Board of Trustees accept the recommendations of the School Principal or Middle School Dean.
4. If no written report has been issued within the time limits set forth in "3" above, or if the Complainant shall reject the recommendations of the School Principal or Middle School Dean, the Complainant shall have the right to appeal to the Board of Trustees for review of the Complaint at Step IV.

Step IV:

Complainants may appeal to the Board of Trustees for a hearing of Due Process.

1. A written request for Board of Trustees' review of the Complaint must be submitted to the Board Secretary within 10 days of the date of the School Principal or Middle School Dean's report or the expiration of the time limits set forth in Step III.
2. The Board of Trustees shall review the Complaint and the School Director's report, and may hold a hearing.

3. The Board of Trustees may affirm the School Principal or Middle School Dean's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
4. The Board of Trustees written decision shall be issued within 21 working days of receipt of the Complainant's written appeal by the board secretary.
5. If no written decision has been issued within the time limit set forth in "4" above or if the Complainant shall reject the decision of the Board of Trustees, the Complainant shall be free to pursue such litigation or statutory remedy as the law may provide.

MISCELLANEOUS PROVISIONS

1. Complainant will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the employee, or his/her designated representative and the School Administration. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s). The Complaint officer will issue a letter of understanding to the parties outlining the modified timeline.
2. No person shall suffer recrimination or discrimination because of participation in this Complaint procedure.
3. Employees shall be free to testify regarding any Complaint filed hereunder.
4. Confidentiality will be observed pending resolution of the Complaint.
5. A representative of his/her choice may accompany the Complainant in all stages of these proceedings.
6. The office manager will maintain records of all Complaints. The records will be kept in a separate and confidential file. Information regarding Complaints will be classified as private.
7. Gossip among school employees will not be tolerated. When employees have concerns they should follow the procedure in this policy to resolve such concerns. Gossip undermines the efforts of all employees to operate a successful school and may be grounds for disciplinary action, up to and including termination of employment.

COMPLAINT FORM

NAME _____

POSITION/TITLE _____

(If parent or student, put "parent" or "student")

DAYTIME PHONE _____

INSTRUCTIONS: The Complaint procedure has four steps. The first is informal resolution, the second and potentially third are a formal written Complaint to administration and/or the school director, and the fourth a review by the Board of Trustees. This form may be used by an employee, parent, or student to initiate a formal Complaint at Step 2.

If you are considering initiating a Complaint, you should review the complete Complaint policy, available from the office manager.

STEP 1 INFORMAL RESOLUTION

Step 1 of the Complaint process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

STEP 2 FORMAL COMPLAINT

From the date of the event, you have 15 working days to file a formal, written Complaint. The written Complaint is considered filed when it is submitted to a member of school administration or the Board of Trustees, as outlined in policy. You must provide the following information:

1. The date of the event that is a violation of law or policy leading to the complaint. _____
2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

 _____ Total number of pages attached _____
3. The resolution or remedy you want. _____

 _____ Total number of pages attached _____
4. Complainant signature and date filed with administration.

 Grievant's Signature

 Date

 Administrator's Signature

 Date received

STEP 3 FORMAL COMPLAINT

If you do not resolve your Complaint at Step 2, you may advance the Complaint to Step 3 by notifying the school director or Board of Trustees, as outlined in policy. The notification must be in writing on this form and must be received within 10 working days of receipt of administration's response at Step 2.

01-107—Records Management Policy

The Board of Trustees is committed to see that school records are managed in an efficient and responsible manner. Therefore, the Board delegates to the Administration the responsibility for maintaining, classifying, preserving, accessing, and destroying school records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code §63-2-701.

A. Records Management

- a. The Office Manager shall be the records officer for all general school records including, Human Resource Records, and any documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc.
- b. The Principal shall be the records officer for all records related to students.
 - i. The Principal shall:
 1. Create and maintain a list of all employees who may access a student’s educational record, including the name and position of each school employee that has such access
 2. Provide the “Employees with Access to Educational Records List” to the governing board annually or when updated
 3. Provide training on student privacy laws to those on the “Employees with Access to Educational Records List”
 4. Provide a certified statement, signed by each school employee, that certifies that the employee(s) completed the training and understands student privacy requirements
- c. The board secretary shall be the records officer for all board documents, including policies, minutes, and recordings of board meetings.

B. Records Classification

- a. All school records shall be classified as public, private, controlled, protected, or exempt as defined in statute.
- b. Public Records shall include:
 - i. Official minutes, actions and decisions of the Board of Trustees and School Administration, unless these records involve information that is classified as private, controlled, or protected.
 - ii. Official School and school policies, contracts, minutes, and accounts.
 - iii. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.
 - iv. Documents showing formal criminal charges against an employee, unless, in the judgment of the principal, the charges are groundless or the charges are not sustained.
 - v. Public records shall be open for public inspection during regular office hours as defined in section H Access to School Records.
- c. Private Records Private records shall include:
 - i. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.

- ii. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
 - iii. Individual student records.
 - iv. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA).
 - d. Controlled Records shall include
 - i. records containing medical, psychiatric, or physiological data on an individual which, if disclosed, could be detrimental to the individual's mental health or safety.
 - ii. Controlled records shall be open only to authorized persons or agencies, but will not be open to the subject of the record.
 - e. Protected Records shall include:
 - i. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of school property or programs.
 - ii. Documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining position, or could enable circumvention of an audit.
 - iii. Records related to potential litigation or personnel hearings.
 - iv. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
 - v. Test questions.
 - vi. Protected records shall be open only to authorized individuals and agencies or in response to court order.
 - f. Exempt Records: Exempt records shall include student records that are protected by the Family Educational Rights and Protection Act (FERPA).
- C. Access to School Records
 - a. All Requests must be submit in writing by using the Soldier Hollow Charter School GRAMA Request form. Requests to view school records should be addressed to the appropriate records officer during regular business hours.
 - b. Individuals requesting to view records classified as private, controlled, or protected shall be required to prove their right to access the record through personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.
 - c. The Principal shall determine whether access to the requested record(s) is to be granted or denied.
 - i. If the request is approved, the records shall be provided as soon as possible and not more than ten (10) working days from the date the request was received.
 - ii. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

D. Appeals Process

a. Appeals to the Board of Trustees

- i. The requester shall file a written request for a hearing with the Board Secretary at least ten days before the requested hearing date.
- ii. Upon receiving the request, the Board Secretary shall schedule a mutually convenient date, time, and location for the hearing and notify all parties and post the meeting as required under open meetings law.
- iii. The requester has the right to be represented by legal counsel at the hearing.
 1. If the requester is to be represented by legal counsel, the administration must be notified at least 10 working days in advance of the hearing.
 2. If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
 3. Within ten (10) working days of the hearing, the Board Secretary shall notify the requester in writing of the Board's decision.
 4. If the Board upholds the action of the School Administration, the requester has the right to take any legal action open to the requester.

E. Copying School Records

- a. Soldier Hollow Charter School may charge a fee for duplicating school records that is equal to the actual duplication cost plus any employee time involved.
- b. Soldier Hollow Charter School shall refuse to allow duplication of copyrighted materials (except in accordance with educational copyright laws and with respect to educational materials).

F. Retention of School Records

- a. Soldier Hollow Charter School shall adhere to the general schedule for records retention approved by the State Records Committee.
- b. Records that are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
- c. Only those confidential records required for retention at the school as per state guidelines shall be retained. The school will not retain other confidential records.

01-108—Sponsorship and Material Display or Distribution Policy

The Board recognizes the educational value of proper and wholesome resources in the nature of individual personalities, business and institutional publications and the many materials of local, state, and national agencies.

The property, parking lots, sidewalks, and facilities of Soldier Hollow Charter School and the publications of the school are a closed forum, to be managed in the best interests of the students and patrons as determined by school Administration.

The Board of Directors adopts the following policy relating to sponsorship of school facilities or activities by outside entities and for the distribution of advertising or other materials from outside parties on campus.

SPONSORSHIP OF FACILITIES OR ACTIVITIES

The board or administration may seek sponsorship for specific school activities or for any part of the school's facilities. All sponsors must:

1. Be approved by the School Administration
2. Not participate in any activity or produce any product that would be prohibited on school grounds by policy, rule, or statute
3. Pay a sponsorship fee (or make an in-kind donation) as negotiated with school administration

Soldier Hollow Charter School and any sponsor shall enter a written agreement specifying the fee or donation, the activity or facility (or portion thereof) sponsored, and the length or term of the sponsorship. The Board may revoke the sponsorship agreement at any time by majority vote and refunding the prorated fee or donation based on the proportion of actual sponsorship compared to the agreed term.

SCHOOL PUBLICATIONS AND PRINTED MATERIALS

The Board places the responsibility for school publications and distribution of any materials with school administration. Therefore, printed material of any nature shall not be distributed on the school premises without the consent of the school principal. Flyers, handbills, or other printed materials which are not either approved by the principal are prohibited and may not be posted or distributed on school property or placed in mailboxes that are provided for school staff. All publications shall be free of any adverse, lewd, wanton, or lascivious writings or pictures. There shall be no publications of a nature that would ridicule, defame, belittle, or otherwise injure the character of any individual or group.

Soldier Hollow Charter School will not accept or publish public political advertising on ballot initiatives, constitutional amendments, and candidates for election. The Board may publicize its position on initiatives and other matters sponsored by the Board or having a direct bearing on the education of students in Soldier Hollow Charter School.

Printed material advertising a private service not related to Soldier Hollow Charter School or education in general may be distributed at the discretion of the school principal. The principal may require the sponsors of such material to pay a fee to the school for the privilege of distribution within the school. Fees shall be uniformly applied, but may be waived for community events and activities sponsored by a local city or other community organization, or for services or activities that are closely related to Soldier Hollow Charter School's mission. Fliers may not advertise any activity or product that would be prohibited on school grounds by policy, rule, or statute.

01-109—Board to Administration Delegation Policy

- 1) The Board's sole official connection to the school, its achievements, and conduct will be through the School Director.
 - a) The School Director is the board's only link to school achievement and conduct, so that all performance of staff, as far as the board is concerned, is considered the performance of the School Director.
 - b) The board will never give instructions to persons who report directly or indirectly to the School Director.
 - c) The board will not evaluate, either formally or informally, any staff other than the School Director.
 - d) The board will view School Director performance as identical to school performance so that accomplishment of board stated outcomes and consistency with Executive Limitations will be viewed as successful School Director performance.
- 2) The board will instruct the School Director through written policies that define outcomes to be achieved and define situations and actions to be avoided, allowing the School Director to use any reasonable interpretation of these policies.
 - a) Only officially passed motions of the board are binding on the School Director.
 - b) Decisions or instructions of individual board members, officers, or committees are not binding on School Director except in rare instances when the board has specifically authorized such exercise of authority.
 - c) In the case of board members or committees requesting information or assistance without board authorization, the School Director can refuse such requests that require, in the School Director's opinion, a material amount of staff time or funds, or are disruptive.
 - d) Consistent with the school's charter and existing policy, the School Director is authorized to establish all further policies and practices, make all decisions, take all actions, and pursue all activities. Such decisions of the School Director shall have full force and authority as if decided by the board.
- 3) The board will monitor and evaluate the School Director's job performance only against defined outcomes and limitations.
 - a) The board will acquire monitoring information by one or more of three methods
 1. By internal report, in which the School Director discloses interpretations and compliance information to the board
 2. By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies
 3. By direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.

4. The standard of compliance shall be any reasonable School Director interpretation of Policy. The Board will judge reasonableness by a reasonable person standard, rather than with an interpretation favored by Board Members or the board as a whole.
5. All policies that instruct the School Director will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

Policy	Method	Frequency	Timing
Financial Condition	External	Annually	October
Emergency Director Succession	Internal	Annually	August
Asset Protection	Internal	Annually	July
Compensation and Benefits	Internal	Annually	June
Communication and Support to the Board	Direct Inspection	Monthly	
Outcome Focus of Grants or Contracts	Internal	As needed	
Outcome of student achievement	External	As outlined in USBE agreement	As outlined in USBE agreement

01-110—Costs of Governance Policy

Because poor governance costs more than learning to govern well, the board will invest in its own governance capacity.

1. Board skills, methods, and supports will be sufficient to ensure governing with excellence.
 - a. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing members' skills and understanding.
 - b. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance.
 - c. Outreach mechanisms will be used as needed to ensure the board's ability to listen to Academy community viewpoints and values.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

The board will establish its Cost of Governance budget for the next fiscal year during the month of April for inclusion in the school's budget for the following fiscal year.

01-111—Executive Limitations

Global Executive Limitations Policy

The Principal/Director shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, in violation of commonly accepted business, professional and educational ethics and practices, or not in accordance with the charter of Soldier Hollow Charter School.

Treatment of Students

With respect to interactions with students or those applying to be students, the Principal/Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Principal/ Director shall not:

1. Elicit information for which there is no clear necessity.
2. Use method of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material and are not in compliance with State record keeping archiving policies.
3. Fail to operate facilities with appropriate accessibility and privacy including but not limited to:
 - a. Not enforcing building access procedures.
 - b. Not keeping all exterior doors locked.
 - c. Not establishing emergency lockdown and evacuation procedures.
 - d. Not maintaining safe drop-off and pick-up procedures.
4. Fail to establish with students a clear understanding of academy expectations, including but not limited to:
 - a. Dress Code Standards
 - b. Academic Standards
 - c. Behavioral Standards
5. Fail to inform students of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

Treatment of Parents

With respect to interactions with students or those applying to be students, the Principal/Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Principal/ Director shall not:

1. Elicit information for which there is no clear necessity.
2. Divulge information or opinion for which there is no clear necessity, including:
 - a. Information or opinions about a student(s) to persons other than the student's parents.
 - b. Causing or allowing staff members to disclose information or opinion about a student to persons other than the student's parents.
3. Fail to establish with parents a clear understanding of school expectations, including:
 - a. Dress code procedures
 - b. Safe drop off and pick up procedures
 - c. Volunteer hours

- d. 20 minute daily reading requirement outside of class
4. Fail to inform parents of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

Hiring of Staff

With respect to the hiring of staff, the Principal/Director may not cause or allow conditions that are unfair, non-compliant with the Soldier Hollow Charter School charter, or not in the best interest of the students.

The Principal/Director shall not:

1. Discriminate on the basis of religion, race, gender, or any other legally protected class
2. Make hiring or deployment decisions that create a conflict of interest or violate any school policy or section of the charter
3. Fail to develop and follow hiring practices and procedures that ensure transparency, legal compliance, and reasonable practices
4. Fail to document the reasons for hiring decisions and compliance with policy and administrative practice

Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Principal/Director may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

The Principal/Director shall not

1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
2. Retaliate against any staff member for non-disruptive expression of dissent.
3. Fail to acquaint staff with the Principal/Director's interpretation of their protections under this policy.
4. Fail to acquaint and provide staff with copies of the Soldier Hollow Charter School charter and any other documentation relevant to their employment.
5. Fail to provide staff with performance assessments and improvement suggestions.
6. Allow staff to be unprepared to deal with emergency situations.

Financial Planning/Budgeting

The Principal/Director shall not cause or allow financial planning and budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Outcomes priorities, risk financial jeopardy, or fail to be derived from a multiyear budget plan.

There will be no financial plans that

1. Are not approved by the board in a public board meeting
2. Risk incurring those situations or conditions described as unacceptable in the "Financial Condition and Activities." (see below) policy.

3. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosures of planning assumptions.
4. Provide less for board prerogatives during the year than is set forth in the “Cost of Governance” (see 1-110) policy.
5. Provide less for instructional operations during the year than is adequate to meet stated Outcomes or to fulfill the school’s charter.

Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Principal/Director shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in Outcomes policies.

The Principal/Director shall not

1. Expend more funds than have been received in the fiscal year to date unless the board’s debt guidelines is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain and otherwise unencumbered revenues within thirty days without prior board approval.
5. Conduct budget cuts without prior board approval.
6. Fail to settle payroll and debts in a timely manner.
7. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
8. Make a single purchase or commitment of greater than \$2,000.00. Splitting orders to avoid this limit is not acceptable.
9. Acquire, encumber, or dispose of real estate.
10. Fail to aggressively pursue receivables after a reasonable grace period.

Emergency Principal/Director Succession

To protect the board from sudden loss of Principal/Director services, the Principal/Director shall not permit there to be fewer than two other individuals sufficiently familiar with board and Principal/Director issues and processes to enable either to take over with reasonable proficiency as an interim successor.

Asset Protection

The Principal/Director shall not cause or allow academy assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Principal/Director shall not

1. Fail to insure adequately against theft and casualty and against liability losses to board members, staff, and the organizations itself.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.

4. Fail to ensure that the facility is clean and presentable to investors, regulators, or the general public.
5. Unnecessarily expose the organization, its board, or its staff to claims of liability.
6. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of more than \$2,000.00 without having obtained comparative prices and quality; (c) of more than \$2,000.00 without a stringent method of assuring the balance of long-term quality and cost. Orders shall not be split to avoid these criteria.
7. Fail to protect intellectual property, information, and files from loss or significance damage.
8. Receive, process, or disburse funds under controls insufficient to meet the board-appointed auditors standards.
9. Compromise the independence of the board's audit or other external monitoring or advice, such as by engaging parties already chosen by the board as consultants or advisers.
10. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except when necessary to facilitate ease in operational transactions.
11. Endanger the organization's public image, its credibility, or its ability to accomplish Outcomes.
12. Change the organization's name or substantially alter its identity in the community.

Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Principal/Director shall not cause or allow jeopardy to financial integrity or to public image.

The Principal/Director shall not:

1. Change the Principal/Director's own compensation and benefits, except as benefits are consistent with a package for all other employees.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
5. Establish or change benefits so as to cause unpredictable or inequitable situations, including those that
 - a. Incur unfounded liabilities.
 - b. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited.
 - c. Allow any employee to lose benefits already accrued from any previous plan.
 - d. Treat the Principal/Director differently from other key employees.

Communication and Support to the Board

The Principal/Director shall not cause or allow the board to be uninformed or unsupported in its work.

The Principal/Director shall not:

1. Neglect to submit monitoring data required by the board in Board-Management Delegation policy “Monitoring Principal/Director Performance” in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including Principal/Director interpretations consistent with Board-Management Delegation policy “Delegation to the Principal/Director,” as well as relevant data.
2. Allow the board to be unaware of any actual or anticipated noncompliance with any Outcomes or Executive Limitations policy of the board regardless of the board’s monitoring schedule.
3. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant to Outcomes.
4. Let the board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.
5. Allow the board to be unaware that, in the Principal/Director’s opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior that is detrimental to the work relationship between the board and the Principal/Director.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
7. Allow the board to be without a workable mechanism for official board, officer, or committee communications.
8. Deal with the board in a way that favors or privileges certain board members over the others, except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.
9. Fail to submit to the board a consent agenda containing items delegated to the Principal/Director yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

Outcomes Focus of Grants or Contracts

The Principal/Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Outcomes and, secondarily, the avoidance of unacceptable means.

The Principal/Director shall not:

1. Fail to prohibit particular methods and activities to preclude grant funds from being used in imprudent, unlawful, or unethical ways.
2. Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results
3. Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

01-112—Data Management

Ownership and Oversight:

Soldier Hollow Charter School owns and protects its data by using school-issued computers that are backed up daily. Student information is stored in the state Student Information System (SIS).

All student information shall be entered into SIS for use in state and federal reports, including:

- Attendance
- Retention
- Assessment
- Special Education program
- English language learning

Data Security and Compliance

1. Staff Correspondence: staff shall use a secure connection for all correspondence. Any email destined for former staff members is automatically forwarded to a designated current staff member. In the event of a sudden employee change, Soldier Hollow Charter School reserves the right and has the ability to suspend email access and retrieve all email correspondence.

2. Computer Use: Soldier Hollow Charter School uses a firewall to protect students from inappropriate content. All students and staff are required to sign a “Computer Use Agreement” which regulates their use of the school-owned computers.

3. Computer Security: All school computers shall be equipped with anti-virus software. The school director shall ensure that the school’s network against security threats, both internal and external.

Data Archiving and Retention

Each staff member and student shall have a unique username and password, providing access to their data. Staff members tasked with student data use password protected web sites operated by the State of Utah to store and access data about contact information, assessment, special education, USIIS, and immunizations.

Data stored in State systems is backed up by the State of Utah and archived according to their regulations.

All paper files are kept in locked file cabinets at the school. In the event that a student transfers, registration documents shall be shredded and the school file shall be mailed to the new school.

Academic Data

Soldier Hollow Charter School will collect academic data from a variety of sources. These sources will include the state standardized tests; the Direct Writing Assessment for 5th and 8th grade students, DIBELS reading data for grades K through 5, and CRT data for students in 2nd through 8th grade which will provide information regarding proficiency levels in the areas of Math, Science, and Language.

Data will be gathered electronically by the state for these tests. When the school receives the results, a team will disaggregate the results in a variety of ways to determine any gaps

in achievement. The resulting information will then guide focused intervention on a class wide, individual, or student population level as necessary.

01-113—Policy Development

By expressing intent, policies specify the direction or delineate the scope of organizational action and/or limits on action. Therefore, adoption of new policies or amendment of existing policies is solely the responsibility of the Soldier Hollow Charter School Board. New or amended policies shall be adopted and implemented only by the vote of a majority of a quorum of the trustees present when such action has been scheduled on the agenda of a regular or special meeting. With the exception of statutory requirements or instances where specific application of a policy is essential to the long-term welfare of the school, policies should be flexible enough to allow for extenuating circumstances or circumstantial changes.

02—Facilities, Safety, and Risk Management

02-101—Facilities Usage Policy

1.0 Purpose

To serve the community and provide opportunities for citizens to participate in educational and recreational activities by making available appropriate use of school facilities in accordance with law and available resources in the school.

2.0 Definition

“Facilities” means the school building, grounds, accessory buildings (i.e. storage sheds), equipment, and property belonging to Soldier Hollow Charter School.

3.0 Use of School Facilities

3.1 Primary Use of School Facilities

The primary use shall be for the educational program of the school. All other uses shall be secondary and shall not interfere with the school program or purpose.

3.2 Secondary Use of School Property and Facilities

3.2.1 School Sponsored Programs, Activities, Meetings, and PTO Use

School property and facilities may be used by the Parent Teacher Organization (PTO), teachers, students, administration, and other authorized persons for school-sponsored programs and activities, including but not limited to, membership meetings, committee meetings, after-school programs, clubs, fairs, sports, and all other school-related activities.

Allowing students, faculty, parents, a school club, team or program to access an activity, or provide concessions at an activity, does not necessarily qualify the activity as a school-sponsored program.

3.2.2 Community Use

Community Use applies to citizens, youth groups, public agencies, senior citizens organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities.

3.2.3 Charitable or Non-Profit Use

Charitable and Non-Profit Use applies to organizations such as service clubs, scouting organizations, civic groups, public service organizations, church and religious organizations, and other groups that have tax-exempt status under 501c3.

3.2.4 Commercial Use

Commercial use applies to organizations or individuals whose motive is to make a profit and may include, but not be limited to, events for which admission is charged or items and/or services are sold, and teachers or persons (including those employed by the school) who are providing private instruction in any subject for a fee.

Facilities may be used for commercial purposes in accordance with regulations as long as such use is of a general interest to the public and not primarily directed toward selling products, services or entertainment to the students or employees of the facility.

3.2.5 Other Uses and Limitations

School facilities may be made available to public agencies for polling places and mass care shelters during disasters or emergencies affecting public health and welfare.

School property and equipment shall not be loaned or taken from the school for non-school affairs.

School facilities will be available for secondary use only at times other than normal school hours, except for approved school-supported events and when used as polling places. School facilities will not be available for use on Sundays or holidays.

4.0 Application and approval for rental of school facilities

The application for, approval of, and use of facilities shall be in accordance with the terms, conditions, and limitations as set forth in the policy and regulations established by the Soldier Hollow Charter School Board of Trustees and administered by the Business Manager as approved by the School Principal.

4.1 Procedures

4.1.1 An application for use of school facilities shall be submitted for all uses other than school-related purposes, and at least 10 days in advance of the requested date. Exceptions may be granted at administrative discretion.

4.1.2 The application must be signed by an adult of 21 years of age or older. The signatory is responsible for all aspects of use as outlined in the policy and regulations.

4.1.3 The Office Manager shall review an application and determine classification of use, personnel requirements, fees and any additional costs for the activity, and ensure compliance with policy.

4.1.4 The School Principal may refuse the use of school facilities when the application is incomplete or non-compliant, or the use conflicts with another scheduled event, or the use is otherwise inadvisable.

- 4.1.5 Upon approval, a permit will be granted to the lessee. The school reserves the right to revoke a permit at any time.
- 4.1.6 The Office Manager shall collect any applicable rental fees in advance.
- 4.1.7 The School Principal shall inform the Board of Trustees of all uses of the school facilities in advance.

4.2 Restrictions

- 4.2.1 The use of school facilities shall not interfere or conflict with the educational program.
- 4.2.2 No use shall be granted in such a manner as to constitute a monopoly for the benefit of an organization or individual.
- 4.2.3 No privilege of using the building or grounds shall be granted for a period of time exceeding one year. The privilege is renewable and revocable at any time.
- 4.2.4 The lease to any one religious organization may not exceed five separate or consecutive calendar days, or portions thereof, in any fiscal year unless special approval has been granted by the Board of Trustees.
- 4.2.5 Rental of laboratory facilities such as computer labs, media centers, music labs, science labs and art labs may be restricted.
- 4.2.6 Rental of the gymnasium shall be allowed when adequate protection of the gym floor and participants is assured by the lessee.
- 4.2.7 Any requested use that does not qualify under the provisions of this policy must be approved by the Board of Trustees.
- 4.2.8 Use by an organization or individual with prior violations of the policy may be restricted. Whenever rules and regulations have been violated, the school may permit limited use or refuse to consider future facilities use permits for the organization or individual.

5.0 Rental Fees and Costs

The Rental Fee Schedules shall be established by the Principal and approved by the Board of Trustees. This schedule is subject to periodic review and modification.

5.1 Determination of Fees

- 5.1.1 Users shall be charged according to the Rental Fee Schedule applicable to the user's classification of use.

- 5.1.2 The Office Manager shall initially determine fees and costs upon examination of the classification of the use, equipment and provisions needed, personnel needed, and usage time.
- 5.1.3 All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the lessee and closing time shall be the time when all persons associated with the rental have left the building.
- 5.1.4 Fees are subject to adjustment based on the actual rental time, personnel and services used, and/or excessive mess or damage.

5.2 Classification for Use of School Facilities

5.2.1 No Cost

Groups, events and activities that are organized under the direction of Soldier Hollow Charter School are not considered lessees and are not subject to rental fees or costs. Participants may be held civilly or criminally liable for damage to the building as applicable.

Government agencies, community groups or citizens, associations and non-profit organizations may also qualify for this classification if they are serving the public interest and/or convening for educational, general character building, and/or charitable purposes, and no other additional school funds or resources are needed to subsidize these meetings. All meetings qualifying under these provisions must also be non-exclusive, open to the public, free of charge. Meetings or activities that require facilities or services above the normal provisions or scheduled duty are subject to Actual Cost.

5.2.3 Actual Cost

Actual Cost means the charge for facility use will not exceed the actual cost incurred for the use and operation of the facility. Actual Cost shall apply to organizations or individuals that require facilities or services above normal provisions, charge admission fees, solicit contributions, or charge for services or products, the net proceeds of which are expended for the benefit of the community in general, or the benefit of the school, or for other charitable purposes.

Any sponsorship or hosting of commercial entities is subject to Commercial Rates.

5.2.4 Commercial Rates

Commercial rates shall apply to those organizations or individuals that charge admission fees, or charge for services and/or products, for the purpose of making private or corporate profit and which proceeds are spent for other than charitable or welfare purposes. The minimum commercial rate shall be equal to the fair market value

charged for rental of comparable school facilities and as outlined in the Rental Fee Schedules.

5.3 Security Deposit

At the discretion of the School Principal, the lessee may be charged a refundable security deposit of up to \$500.00.

- 5.3.1 The School Principal shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved.
- 5.3.2 Security deposits shall be paid by the lessee in a separate check and deposited by the Business Manager, not held until the end of the rental period.
- 5.3.3 Following the rental period, the School Principal or supervisory personnel shall inspect the facilities for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining amount shall be refunded to the lessee in the form of a check. Should there be no extra charges assessed, the full amount shall be refunded. The School Principal will determine whether the full deposit should be refunded.

5.4 Additional Costs

The following items are not included in the basic rental fee schedule as normal provisions and may be subject to additional fees and/or security deposit:

5.4.1 Equipment and Services

PE and sports equipment

Audio and visual equipment

Pianos and musical instruments

Kitchen appliances

Set up of equipment and chairs/tables

5.4.2 Personnel

Additional on-duty personnel may be required, depending upon the nature and size of the activity or event. The Business Manager is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. Guidelines for determining necessary personnel are as follows:

- 5.4.2.1 At least one custodian is required if one is not on duty. If custodial services are required beyond those as scheduled to be performed by the custodial staff at the facility, or an on-duty custodian is pulled away excessively

from his/her regularly assigned duties, additional costs may be charged to the lessee.

5.4.2.2 General supervision/security, beyond the custodian on duty, is required if the Business Manager determines the activity requires such. General supervision of the facility may be assigned to an additional custodian, teacher, administrator, or other qualified staff member.

5.4.2.3 Qualified personnel may be required for use of certain property/equipment and rooms, such as stage, sound equipment, musical instruments, and other specialty items or areas.

5.4.3 Loss, Damage or Excessive Mess

Charges may be assessed for the actual replacement, repair, or cleanup cost for any loss, damage, or condition resulting from any activity above normal wear and tear.

5.4.4 Collection of Fees

5.4.4.1 Building fees and related costs must be paid before the date of rental.

5.4.4.2 Additional costs assessed will be collected at the conclusion of the rental period, or deducted from the security deposit (if applicable).

6.0 Regulations for Use

6.1 Supervision

Facilities may not be left without supervision while occupied.

6.1.1 A representative of the school, usually a custodian, will be present on school property as supervisor for the entire time an authorized activity is taking place. The assigned supervisor will have responsibility for oversight of the facilities during the rental period to ensure all rules, regulations, and laws are adhered to by the facilities users. At the conclusion of the activity, the building supervisor will secure the building and report any violations.

6.1.2 In addition to the building supervision provided by the school, the lessee must provide two or more adult supervisors to remain on the premises during the entire rental period to maintain order and prevent damage or loss of school property. At his discretion, the Business Manager may require the lessee to provide additional activity supervisors. The School is not responsible for crowd control or any criminal activity that takes place during the rental period.

6.1.3 All juvenile organizations and groups seeking use of the school premises shall have adequate adult sponsorship and supervision of each use.

6.1.4 Food and drink may only be consumed or used in areas approved by the Business Manager.

6.2 Liability Coverage

- 6.2.1 All events and activities held at the school must have appropriate liability and damage coverage.
- 6.2.2 Soldier Hollow Charter School assumes no liability for personal injury or property damage on behalf of the lessee. The lessee is required to provide a Certificate of Insurance for liability and property damage in an amount not less than \$1,000,000.00 per occurrence. The certificate must provide appropriate coverage for the activity, and name Soldier Hollow Charter School as an additional insured.

6.3 Regulations for Equipment Use

- 6.3.1 Equipment, keys and property shall not be loaned or removed from the building.
- 6.3.2 A lessee requesting the use of equipment certifies that it will be operated by a qualified person. The lessee assumes responsibility for such equipment and agrees to repair or replace any equipment which might be damaged, lost or stolen while under its jurisdiction.
- 6.3.3 The use of other than school equipment may be restricted.

6.4 Other Regulations for Use

- 6.4.1 All permits are for specific facilities and hours. It shall be the responsibility of the applicant to see that unauthorized portions of the facilities are not used and that the premises are vacated as scheduled.
- 6.4.2 All functions shall close by 10:30 p.m. unless special permission is secured in advance from the School Principal.
- 6.4.3 No storage is available, and belongings owned by individuals or organizations must be removed after each use.
- 6.4.4 The lessee is subject to adherence to the standards of behavior of the school and Utah State Law. The possession or use of alcohol, tobacco or narcotics shall not be permitted within the school facility or grounds. Profane language, quarrelling, fighting and gambling are also prohibited activities. Violation of these rules is sufficient cause for denying further use of school facilities to the organization or individual, and may result in the forfeiting of all deposits (if applicable).
- 6.4.5 Drapes, hangings, curtains, drops and all decorative materials used within or upon the school buildings shall be made of non-flammable material, or shall be treated and maintained by means of a solution or process approved by the State

Fire Marshall. No open fires or flames (candles) shall be permitted without proper authorization.

- 6.4.6 Shoes with cleats or plates are not permitted in the school building.
- 6.4.7 The facilities must be left clean and in the same condition as the user found them. The school reserves the right to assess clean-up charges.
- 6.4.8 Persons or organizations using school facilities may not remove or displace furniture or fixtures, including lights, thermostats, etc. except under the direct supervision of the school's building supervisor.

7.0 Application Packet/Instructions/Permit etc.

Use of Premises Agreement

SECTION ONE--DESCRIPTION OF PREMISES

Soldier Hollow Charter School ("School") grants _____ ("User") permission to use the premises located at

_____.

SECTION TWO--TERM

The term of this use agreement is during the hours and days of

_____, from _____ to _____ on _____.

SECTION THREE--USE OF PREMISES

The demised premises are to be used for the purpose(s) of

 _____.

User shall restrict its use to such purposes, and shall not use or permit the use of the demised premises for any other purpose without the prior, express, and written consent of school, or school's authorized agent. User shall have access only to the following rooms/areas of the premises: _____.

SECTION FOUR--RESTRICTIONS ON USE

A. User shall not use the demised premises in any manner that will increase risks covered by insurance on the demised premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of user's business purposes.

B. User shall not keep, use, or sell anything prohibited by any policy of fire insurance covering the demised premises, and shall comply with all requirements of the insurers applicable to the demised premises necessary to keep in force the fire and liability insurance.

C. User shall not enter classrooms, offices, or other rooms in the school and shall keep all occupants within the multi-purpose room and the nearest restrooms and hallways.

SECTION FIVE--WASTE, NUISANCE, OR UNLAWFUL ACTIVITY

User shall not allow any waste or nuisance on the demised premises, or use or allow the demised premises to be used for any unlawful purpose.

SECTION SIX--REPAIRS AND MAINTENANCE

User shall be responsible at its expense for the repair of any damage to the demised premises during its use. Work will be completed in a reasonable time and to the satisfaction of the school.

SECTION SEVEN--SECURITY OF PREMISES

A. User is responsible to secure the demised premises after its use, including locking all doors and access points, and enabling the security system.

B. User will be liable for any damage or theft resulting from failure to properly secure premises.

SECTION EIGHT--NONLIABILITY OF SCHOOL FOR DAMAGES

School shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the demised premises by user, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the demised premises during the term of this use agreement or any extension of such term. User shall indemnify school from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature. User shall carry liability insurance with limits not less than \$1,000,000 per incident and shall name School as an additional insured and shall provide evidence to School's business manager of such liability insurance prior to the use of premises.

SECTION NINE--ENTIRE AGREEMENT

This use agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this use agreement shall not be binding upon either party except to the extent incorporated in this use agreement.

The titles to the paragraphs of this use agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this use agreement.

In witness, each party to this use agreement has caused it to be executed at _____ on the date indicated below.

[Signatures and date(s) of signing]

8.0 Rental Fee Schedules

8.1 Fee schedule (currently being revised).

02-102—Building Access Policy

SECTION ONE--PURPOSE

Soldier Hollow Charter School provides to teachers, volunteers, and staff (“Users”) access to school property and assets. Soldier Hollow Charter School provides keys and other means of access to the school building and classrooms so Users and volunteers can complete tasks related to their positions, and protect Soldier Hollow Charter School’s assets checked out to them. To ensure that all Users are responsible, the following guidelines have been established for accessing school property.

SECTION TWO--PROHIBITED ACCESS

Users may not access the building during prohibited times, loan keys or access tools to any other person, nor use access to the building for illegal or prohibited activities. Access to the school should be for school-related purposes only. Personal use of the facilities or assets without prior written consent of the school director is prohibited.

SECTION THREE--LIABILITY

Users must protect Soldier Hollow Charter School’s property while they use it. Users are responsible for the actions of any person without regular access to the school to whom the User allows access. If accessing the building outside regular school hours, Users are responsible to ensure building security. Users are responsible for all doors and other access points if they are the last to leave. Users may be held liable for damage, theft, or vandalism that occurs because they did not properly secure the building according to this policy.

SECTION FOUR--VIOLATIONS

Any employee who abuses the privilege of his or her access to assets or property will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION FIVE--USER AGREEMENT ON BUILDING ACCESS

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of keys and other means of building and room access. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, if applicable, legal action and criminal liability. I further understand that my use of school property may reflect on the image of Soldier Hollow Charter School to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the school. Furthermore, I understand that this policy can be amended at any time, and that keys and other means of access must be surrendered to Soldier Hollow Charter School upon termination of employment or at Soldier Hollow Charter School’s request.

_____	_____
[Signature of employee or user]	[Date]
_____	_____
[Employee’s or user’s name printed]	[Means of access provided]

02-103—Reporting of Suspected Child Abuse or Neglect

The Board recognizes that the Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes school administration to develop procedures for Soldier Hollow Charter School employees to carry out the intent of the law.

Administration Procedures

- A. The Administration shall cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and/or neglect shall report and cause reports to be made in accordance with the procedures of this policy.
- B. The Administration shall provide to all professional employees annual training on the subject of identifying and reporting children suspected of abuse or neglect.
- C. The Administration shall distribute annually to all school employees copies of this policy and the Child Abuse-Neglect Report Form.

Guidelines

- A. If a school employee knows or reasonably suspects that a child 17 years old or younger is being abused or neglected, the employee shall immediately make an oral report to the School Principal, or his or her immediate supervisor. Both the employee and the Administrator must make immediate contact to report the suspected abuse or neglect by telephone to local police, or the county sheriff, or the office of the Division of Family Services.
- B. To support the suspicion of abuse and neglect, professional school employees may (but are not required to) gather information by interviewing the child.
- C. If, after conducting the interview, it is determined that the child is in need of immediate medical attention, all involved staff shall follow the procedure for medical treatment for students. However, contact with a parent or guardian for purposes of determining the cause of the injury shall be avoided.
- D. If the information gathered from interviewing the child supports suspected child abuse or neglect the following actions shall be taken.
 1. The principal or his/her designee shall immediately report the case by telephone to the local city police, or county sheriff, or office of the Division of Family Services.
 2. Within 24 hours after making the oral report, the school employee initiating the report shall complete and give to the School Principal a completed Child Abuse-Neglect Report Form.
- E. Upon receiving the Child Abuse-Neglect Report Form, the School Principal shall:

1. Mail one copy within 24 hours to the agency receiving the oral report (local city police, or county sheriff, or office of the Division of Family Services).
2. Place one copy of all reported cases of suspected child abuse or neglect in a separate file to be maintained by the School Principal or his/her designee. Note: The Child Abuse-Neglect Report Form shall not be placed in the child's personal file.

F. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.

G. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or apparent neglect.

H. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (UCA §78-3a-20.10)

I. Any school employee who willfully fails to report a case of suspected child abuse or neglect may face legal and/or disciplinary action up to and including termination of employment. (UCA §78-2a-19)

02-104—Nutrition and Wellness Policy

Purpose and Philosophy

To optimize student performance potential, Soldier Hollow Charter School promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Soldier Hollow Charter School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Soldier Hollow Charter School seeks to contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.

Opportunities for Physical Education and Physical Activity

A quality physical education program is an essential component for student health and learning. A sequential developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity includes regular instructional physical education, participation in an outdoor program, as well as extracurricular activities.

Opportunities for Nutrition Education

A quality nutrition education program is an essential component for all students in order to influence students' eating behaviors toward lifelong health. Nutrition education topics shall be integrated within the School's lunch program, science program, physical education program and other subjects at each grade level. The nutrition education program shall focus on students' eating behaviors, lifestyle, and nutritional science, based on theories and methods proven effective by published research and consistent with the State Core Health Education Curriculum.

Nutrition Guidelines for Foods Available in Schools

Food served through the school lunch program shall meet or exceed the federal regulations and guidance for reimbursable school meals. Other food items on school grounds and at school-sponsored activities during the instructional day will include healthy snack options and comply with R277-719.

Monitoring and Policy

The School Principal will ensure compliance with this policy in the school and will report on the school's compliance to the Board. The Board will, as necessary, revise this policy and develop work plans to facilitate its implementation.

02-105—Safe Walking Policy

To improve student safety and to protect the school from unnecessary liability, the Soldier Hollow Charter School board adopts the following policy and standards for safe walking to and from school.

1. Soldier Hollow Charter School cannot assume liability for students unless they are on school grounds. Parents, shall plan and review their children’s walking/biking route with them and shall be responsible for their safety prior to their arrival on campus.
2. Soldier Hollow Charter School will provide carpool supervision by the school entrance every school day during designated arrival and departure hours as published by administration each year. Students may not arrive at school earlier than 8:00 a.m., or wait for carpools later than 3:30 p.m.
3. If a student’s walking route to school has stretches with no sidewalk, and/or intersections with no crossing guard, parents must teach and ensure that children use caution, stay well off the street, and cross only after looking both ways. Bikers should wear helmets and stay to the far right side of the street.
4. Students are encouraged to find walking partners to walk to and from school together, avoid talking to strangers, and never approach unfamiliar cars. Students should scream and run away if they feel you are in danger, and tell a crossing guard, another mother with kids, or a teacher at school what happened.
5. Once on school grounds, students shall bikes, and stay on sidewalks. Parking of bicycles shall be only in designated areas.
6. The school administration shall publish safe walking routes to and from schools to assist parents in planning and increasing the safety of their students if they walk or bike to or from school.

02-106—Harassment Policy

Soldier Hollow Charter School will endeavor to maintain a work environment that nourishes respect for the dignity of each individual and affirms its commitment to provide a work and educational environment free from all forms of intimidation and harassment. The school administration shall develop procedures and forms to carry out this policy and create a harassment-free environment for all staff and students.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of the School that sexual harassment of employees or an applicant, by you or agents of the School, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as the basis of employment decisions; and
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. The School further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, the School has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized. Second, if the employee desires confidentiality, the following procedure may be requested:

1. Any employee who believes he or she has been the subject of harassment should report the alleged act(s) promptly (within two working days) the school Director or Principal or designee, giving details as related to the complaint.
2. Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
3. Following the investigation of the complaint, the school Director, Principal or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and / or suspension, and / or discharge. If the offender is a supervisor he / she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

02-107—Safe School Policy

Soldier Hollow Charter School is committed to fostering an environment for students, staff, community, neighbors and visitors that is safe, conducive to the learning process, and free from unnecessary disruption. A safe school environment includes the school and grounds during school hours, and during school sponsored activities and events. The following policy and guidelines have been created for this purpose in accordance with Utah State Law (UCA 53G-8-202-211).

DEFINITION

School-sponsored activity or event means an activity, meeting, or location sanctioned or supported by the school, including transportation of students in school-owned/leased vehicles.

Exclusion means the removal of a student from a school program, but not necessarily from all education services, and includes:

Suspension: a mandatory interruption of attendance or participation in a specific school or program for a period of 10 days or less.

Expulsion: termination of attendance or participation in a school or program for a period in excess of 10 school days by the local Board of Trustees (53-11-905(3)).

Change in Placement: Alternative placement of a student for disciplinary or for other legitimate purposes.

Imminent danger: the appearance of threatened and impending injury which would lead a reasonable and prudent person to attempt an instant defense; something which is threatening to happen at once, something close at hand, something which is close, although not yet touching, or on the point of happening. [Black's Law Dictionary]

Habitually disruptive behavior: frequent or repeated flagrant willful disobedience, defiance of proper authority, or repeated disruptive behavior, including the use of foul, profane, vulgar or abusive language.

Gang: a group of people who form an allegiance and engage in a range of antisocial behaviors that may include violent or other unlawful activity. These groups may have a name, turf, colors, symbols, or distinct dress, or any combination of the preceding characteristics.

Remedial discipline plan: a written plan developed by the school in consultation with the student to be disciplined and the parent/legal guardian which may include any combination of the following or any other action discussed by the parties:

1. exclusion of the student from school for a pre-determined time or until certain conditions are met;
2. specific behavior standards for the student which, when met by the student, allow for designated rights or privileges;
3. in school suspension;

4. community service;
5. restitution for damage or harm.

Proactive intervention strategy: a preventive strategy intended to stop or deter problem behaviors before they occur. A proactive or preventive strategy anticipates problem behaviors and uses a predetermined set of consequences (positive or negative) to intervene.

Parent: parent or legal guardian.

PROACTIVE STRATEGIES FOR IMPROVING STUDENT BEHAVIOR AND LIMITING THE EXCLUSION OF STUDENTS FROM SCHOOL:

Soldier Hollow Charter School shall provide parents and students with a written mission statement for the school and accessible on the school website.

School administrators, teachers and staff shall use proactive intervention strategies that anticipate problem behaviors before they occur.

PROVISIONS GOVERNING THE CONDUCT OF SCHOOL AGE INDIVIDUALS:

Students shall:

- A. be given notice of applicable rules of conduct
- B. comply with applicable rules of conduct as well as all federal, state and local laws and ordinances; and
- C. be civil and respectful to other people and obey persons in authority at the school.

Students may be suspended or expelled from Soldier Hollow Charter School for the following reasons and students may not:

1. possess, use, sell or attempt to possess, use or sell any firearm, weapon, knife, explosive, firework, chemical weapon, flammable material, martial arts weapon or other instrument including those which eject anything, or other material dangerous to persons or property, or any replica or facsimile of any of the above, regardless of intent and whether functional or nonfunctional;
1. as required by federal law, a student who is found to have brought a firearm (as defined under Section 921 of title 18, U.S. Code) or a real, look alike, or pretend firearm, explosive or flammable material under state law (53G-8-205) to school or to a school-sponsored activity or to be in possession of such firearm while at school or when involved in any school supervised activity shall be expelled from school for a period of not less than one year;
2. the Chief Administrative Officer or the Chief Administrative Officer's designee, may modify the one year expulsion requirement if the Chief Administrative Officer or review committee determines on a case-by-case basis that a lesser penalty would be more appropriate;

3. cause, attempt, threaten or conspire to cause damage to personal or real property, or cause, attempt, threaten or conspire to cause harm to a person or persons, individually or in groups, through:
 - a. arson (UCA 76-6-102)
 - b. burglary
 - c. larceny or stealing (UCA 76-6-403)
 - d. criminal mischief (UCA 76-6-106)
 - e. battery
 - f. assault (UCA 76-5-102)
 - g. harassment (UCA 76-5-106)
 - h. vandalism (UCA 76-6-105)
 - i. hazing (UCA 76-6-106)
 - j. participation in any activity which violates an applicable school rule or federal, state or local law or ordinance, or disrupts normal school proceedings or through threats of participation in any plan or conspiracy relating to the foregoing.
 - k. participation in conduct which threatens harm or does harm to the school, school property, person associated with the school or property associated with such persons

2. commit an offense against an educator when the educator is acting in the course of employment or be subject to an enhanced degree of offense as cited in Utah Code Annotated 76-3-203.2. Crimes against educators are considered to have created an imminent danger under this policy.

3. be admitted to Soldier Hollow Charter School on the basis of having expelled from any school during the preceding 12 months (UCA 53G-8-205).

PROCEDURES FOR INCIDENTS INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:

The school director or designee shall determine if the student's behavior created imminent danger to people or property or if the student's behavior, despite intent, was in violation of this policy.

If the student's behavior created imminent danger or violated this policy, following personal notification to the student and student's parent/legal guardian, the student shall be suspended according to the procedure outlined below:

- A. immediate student suspension:

1. the student is suspended until the parent/legal guardian is able to conference with school administrators.
2. the student shall be prohibited from trespassing on school property.

B. the school may only release the suspended student to the student's parent/legal guardian or other adult designated by the parent or legal authority.

C. in unlawful or dangerous situations, the student may be released to law enforcement personnel;

D. a school administrator shall make earnest *efforts to* contact a parent/legal guardian to schedule a conference with the student, the student's parent/legal guardian within 24 hours of the exclusion;

1. during the conference, the administrator shall:
 - a. review the alleged conduct by the student and present the evidence;
 - b. give the student an opportunity to respond and present relevant information or explanations.
 - c. determine whether or not the allegations are true by a preponderance of the evidence, and make a recommendation for action, which may include.
 - a. if true, the following options are available:
 - i. discontinue or continue the exclusion (suspension or expulsion) for a specific length of time.
 - ii. develop a remedial discipline plan for the student required under Section 53G-8-203 (3) which outlines the requirements for reinstatement in the class, school, or administration's evaluation of alternatives to excluding the student from school.
 - iii. outline expectations for parents/legal guardians and the school in the student's discipline plan and potential reinstatement: i.e. supervision, a behavior contract, continued participation in extracurricular school activities, on-going educational services for the student, take-home or independent study assignments, mandatory school contact or evaluation.
 - iv. advise the student and the parent about the student's rights and obligations and the procedures for appeal of an adverse decision.

E. at the conclusion of any exclusionary period, a conference will be held with the student and the student's parent/legal guardian at which time a behavior contract will be developed by parents/legal guardians, student, school personnel, and other appropriate individuals.

F. The administrator shall document the disciplinary action taken.

PROCEDURES FOR INCIDENTS NOT INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:

An administrator shall provide the student an initial opportunity to explain his behavior prior to suspension. If the immediate suspension is justified the school should proceed.

The school administrator shall investigate and document the charges and schedule a conference with the student and parent/legal guardian as soon as possible. The parent/legal guardian will be notified about the impending conference. During the conference, the administrator shall:

- A. explain the allegations or violation to the student.
- B. discuss the evidence and provide the student with a reasonable opportunity to respond and present any relevant information.
- C. take appropriate action consistent with findings made by the administrator after review of the evidence and the student's response, and with applicable school policies and state and federal law, including laws or regulations specific to students with disabilities;
- D. advise the student and the parent/legal guardian about the student's rights and obligations, and the procedures for appeal of an adverse decision.
- E. discuss alternatives to suspension with the student and parent/legal guardian or behavior that is neither violent, unlawful, or falls under weapons, imminent danger or drug and alcohol violations;
 - 1. in school suspension or alternative programs;
 - 2. parent/legal guardian supervision of student at school;
- F. amended schedule;
- G. if the parent or legal guardian does not comply with the alternative to suspension requirements, the student shall be suspended in accordance with the conduct and discipline policies of the school;
- H. in the event of suspension or expulsion, the student shall be prohibited from trespassing on school property and attending any school event or activity.

Board of Trustees-Level Hearings:

A school administrator may refer any matter to the Board for hearing if the administrator deems it advisable.

- A. If the student or parent/legal guardian does not concur with the school disposition of student misconduct involving weapons, drugs, alcohol, or imminent danger or for student exclusion for a second or subsequent offense not involving weapons, drugs, alcohol, or imminent danger:

1. the parent/legal guardian may appeal the decision by submitting a written request to the Chief Administrative Officer within 10 days after receiving notice of the decision;
2. the Chief Administrative Officer or review committee shall schedule the appeal hearing within 20 days of receiving the parent's/legal guardian's request for hearing and shall provide the parent/legal guardian with notice of the procedures to be followed in the hearing;
3. the Chief Administrative Officer or review committee shall conduct the appeal hearing at the appointed time and place. The school and the student may each be represented by an advocate of its choice;
4. at the appeal hearing, each party may make statements, question witnesses, and present relevant facts and evidence. The review committee procedures may allow for additional witnesses or affidavits to be presented;
5. the appeal hearing's conclusions) that affect a student's school attendance shall be decided within two school days following the hearing;
6. all other issues shall be disposed of in writing within 30 days of the conclusion of the appeal hearing;
7. these time periods may be waived upon agreement by both parties to the hearing;
8. the recommendation of the review committee will be submitted to the Board of Education if the recommendation to expel the student is upheld;
9. expulsion of a student may be conducted by the principal and Chief Administrative officer;
10. School review committee appeal of exclusion is the final administrative remedy. If students or parents/legal guardians are dissatisfied with the administrative determination, they may appeal to a court of law.

RESPONSIBILITY OF PARENT FOR SUSPENDED OR EXPELLED STUDENT:

If a student is suspended or expelled from Soldier Hollow Charter School for more than ten (10) school days, the parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion.

- A. The parent or legal guardian shall work with designated school officials to determine how that responsibility might best be met through private education, an alternative program offered by or through the school, or other alternatives which will reasonably meet the educational needs of the student.
- B. Costs for educational services which are not provided by Soldier Hollow Charter School are the responsibility of the parent.

C. Soldier Hollow Charter School will maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the individual student's transcript (UCA 53G-8-208).

STUDENTS WITH DISABILITIES:

Students with disabilities are those individuals who qualify for special education and related services under Public Law 105-17, the Individuals with Disabilities Education Act (IDEA), and/or under Section 504 of the Rehabilitation Act Amendments of 1973 and/or under the Americans with Disabilities Act of 1990.

All students with disabilities enrolled at Soldier Hollow Charter School are accountable for the same standards of behavior as non-disabled students unless their Individualized Educational Program (IEP) teams have determined that their disabilities prevent adherence to these standards and have agreed upon altered standards on their IEPs. Because students with disabilities represent a protected class of individuals, the following general provisions and/or protections apply:

A. Suspension of students with disabilities for fewer than ten (10) days - School administration may order the removal of a student with a disability for up to 10 consecutive days for any violation of school rules for which students without disabilities would be removed. During this type of removal, the provision of educational services is not required. B. Suspension of students with disabilities for more than ten (10) days - Students may be suspended for more than 10 cumulative days per school year for separate instances for which nondisabled students would be suspended. However, such suspension must not constitute a pattern of removal and/or a change of placement. Factors such as the length of each removal, total amount of time the student is removed and proximity of removals to each other may lead to a conclusion of placement change. Regardless, beginning with the 11th cumulative day of removal, general and special education services must be provided to the student while on suspension.

I. Weapons and Controlled Substance Violations

1. If a student with a disability carries a weapon to school or a school function, or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or at a school function, school administration may order the removal of the student from school. When such a removal is contemplated, it constitutes an imminent change of placement and parents/legal guardians must be notified and provided with a copy of their procedural safeguards under IDEA.

a. The student's IEP team must meet as quickly as possible following the violation to conduct a manifestation determination. This procedure uses evidence from the student's psycho educational evaluation(s), school conduct and classroom performance to help identify whether or not the student's misbehavior was a function of his/her disability.

i. Violation Related to Student's Disability: The student's IEP team must meet to determine an interim alternative educational setting (IAES) to which the student may be removed for up to 45 school days. The team must also conduct a functional behavioral assessment (FUBA) and develop a behavior intervention plan (BIP) if

these have not already been accomplished. If a FUBA and BIP have already been completed, the IEP team will review these and make revisions as appropriate. The purpose of the BIP is to reduce or eliminate the likelihood that the behavior causing the removal from school will recur in the interim alternative educational setting and in the student's school upon his/her return. In an LAES, the student must receive services which allow him/her to progress in the general curriculum and to advance appropriately toward meeting the goals specified on his/her IEP.

- ii. **Violation Not Related to Student's Disability:** If the manifestation determination procedure indicates that the weapons or drug violation was not related to the student's disability, the student may be removed from school on the same basis as would a student without a disability. However, during this removal the school must provide services necessary to enable the student to progress in the general curriculum and appropriately advance toward meeting the goals set forth in his/her IEP.
- iii. **Dangerousness:** A due process hearing officer may order the removal of a student to an interim alternative educational setting (IAES) for up to 45 days if in an expedited due process hearing, s/he determines that the school has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others, considers the appropriateness of the student's current placement, considers that the school has made reasonable efforts to minimize the risk of harm in the student's current placement, determines that the IAES proposed by the school in concert with the student's special education teacher meets requirements of addressing the student's behavior and offering services so that the student can progress in his/her general and special education programs.

Soldier Hollow Charter School may continue to seek school removal of a student deemed dangerous by petitioning a court of local jurisdiction. The federal Office for Special Education Programs (OSEP) affirmed in DOE Q & A Document, Question 3, 64 Fed. Reg. 12415 (March 12, 1999) that at any time, school officials may seek to obtain a court order to remove a student with a disability from school or to change a student's current educational placement if they believe that maintaining the student in the current educational placement is substantially likely to result in injury to the student or others.

School officials can report crimes committed by students with disabilities to appropriate law enforcement authorities to the same extent they do for crimes committed by nondisabled students.

C. In School Suspension - An in school suspension would not be considered a part of the days of suspension previously addressed as long as the student is afforded the opportunity to continue to appropriately progress in the general curriculum, continue to receive the services specified on his or her IEP and continue to participate with nondisabled students to the extent they would have in their current placement.

D. **Behavioral Interventions** - any behavioral intervention to be used with a ____ student with disabilities must meet the requirements set forth by the Utah State Board of Education Special Education Rules.

THREATS OF SUICIDE:

The school shall:

- a) notify a parent if the parent's student threatens to commit suicide,
- b) notify the parents of each student involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation of the incident involving each parent's student, and
- c) produce and maintain (consistent with Records Retention Policy) a record that verifies that the parent was notified of the incident or threat

APPROPRIATE USE OF PHYSICAL RESTRAINT IN THE ENFORCEMENT OF THIS POLICY:

The use of physical restraint of students within the context of this policy is only appropriate consistent with state and federal law, UCA Sections 53G-8-301 and 76-2-401(3), and school policy on corporal punishment.

GANG RELATED ACTIVITY:

A. School administrators and other school personnel designated by the administration shall have authority to identify student behavior as gang-related and may be allowed under school policy to treat such designated behavior as imminently dangerous to students and staff and follow the procedures outlined under Section V of this policy for disciplining students involved in gang-related activities.

B. Indices of gang-related behavior or association may include, but are not limited to:

1. advocating or promoting a gang or any gang-related activities;
2. marking school property, books, or school work with gang names, slogans, or signs;
3. conducting gang initiations;
4. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
5. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv) by a person's presence or support;
6. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school environment; and
7. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.; or
8. any combination of the preceding indices or activities.

C. School faculty and personnel shall be trained to recognize early warning signs for youth in trouble and to report suspected gang activity to school administration and law enforcement.

D. In disciplining students under gang-related provisions, school administrators shall act consistently with and be sensitive to Constitutional protections of freedom of expression and freedom of association.

E. Students and parents/legal guardians should be given notice that courts have determined that the parameters of freedom of expression and freedom of association in a public school setting are different than in society generally.

F. Administration shall notify parents of the student when a student has involvement in any gang-related behavior or association.

G. Gang members are barred from participation or presence at any school-sponsored extracurricular activity.

02-108—Traffic and Arrival and Departure Policy

School administration shall develop traffic plans for student arrival and departure to ensure safe and efficient pickup and drop-off of students at school, shall ensure that the plans are distributed in handbooks to students and parents, and shall enforce compliance by parents and students as appropriate.

02-109—Emergency Response Policy

Soldier Hollow Charter School shall comply with R277-400 and UCA 53G-4-402(18) regarding the development and practice of a comprehensive Emergency Response Plan. Administration shall develop, practice, and execute the plan, which shall provide for all provisions of R277-400, including prevention, intervention, and response measures and shall prepare staff and students to respond promptly and appropriately to school emergencies.

The development of the plan shall include review by a committee made up of appropriate school and community representatives which may include administrators, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel.

This policy and the school plan shall be reviewed by the Board at least every three years.

02-210 Animals In School Policy

I. Board Policy

Soldier Hollow Charter School recognizes that animals can provide valuable learning experiences at school when introduced as part of the designed curriculum. SHCS recognizes that some individuals are susceptible to various allergens, diseases, or may have medical complications while near animals.

II. Administration Policy

The following definitions and standards shall serve as guidelines for the administration as they ensure the humane and respectful treatment of live animals and a safe and healthy environment for students and staff through learning experiences with animals.

Guidelines

A. Definitions

Classroom pet: A classroom pet is an animal that resides in the school facility during the school year and is cared for and observed by Soldier Hollow Charter School teachers and students.

1. **Acceptable classroom pets:** Only domestic animals may be kept as pets. Live animals for use as classroom pets must be purchased. Classroom pets should be diurnal (awake during the day.) Under appropriate conditions, acceptable pets may include, but not be limited to: fish and other approved aquatic animals, gerbils, guinea pigs, domestic rats and mice, caterpillars, butterflies, stick insects, approved non-dangerous insects, and approved non-dangerous spiders.
2. **Unacceptable classroom pets:** No exotic or wild animals may be kept as pets (including locally caught animals). Unacceptable pets include, but are not limited to: reptiles (including, turtles, lizards, and snakes), dangerous insects, dangerous spiders, birds, hamsters, rabbits, ferrets, chinchillas, and any other species deemed inappropriate, unsafe, or a health hazard as determined by the Administrator, SHCS Board of Trustees, or the Department of Health. Limited special exceptions may be granted by the Administrator to approve specific reptiles determined to cause minimal health or safety risk in the classroom to either people or the animal.

Visiting pet: A visiting pet is an animal that comes to the school on a visiting basis for a short period of time and does not reside at the facility.

1. Visiting pets should be included in the teacher's lesson plan in order to provide a positive, enriching learning experience for the students.
2. Visiting pets are not permitted on the playground. All of the visitor's waste must be completely removed immediately, so that children have no access to it.
3. Visitors must not be in the kitchen or dining area.
4. Visiting pets must have all vaccinations required by local ordinance. Written documentation of vaccinations must be presented prior to the visit and kept on file for review.

Dangerous animal: Dangerous animals are prohibited in all schools. Any animal that is likely to injure a student is not allowed. Such animals include, but are not limited to, personal pets, venomous or constrictive snakes, bats, and poisonous insects, stray or aggressive animals. In addition, dead animals on display are not to be handled by anyone.

B. Standards

Teachers may keep live animals as pets in the classroom. Pets should be utilized as a teaching tool for the advancement of students and not merely acquired for their entertainment value. All required school procedures must be met in order to maintain the pet in the classroom.

Administration has the right to remove a classroom pet at any time.

1. Before acquiring a classroom pet, the teacher must investigate whether any student is:
 - a. allergic or sensitive to any particular species, their food, or bedding materials
 - b. immunocompromised, and therefore more susceptible to zoological illnesses
2. Teachers must provide parents and guardians with information about the classroom pet, the purpose of acquiring the animal (how its care will fit into the curriculum), and a plan for how any potential injuries (bites, scratches, etc.) will be managed.
3. Teachers must request written permission from the administrator through the appropriate required school form. Neither students nor staff may bring or keep animals in school without the permission of the administrator.
4. Teachers must have an approved plan in place for what to do with animals raised in the classroom before the experiment begins.
5. Upon notification by students, parents, teachers, or administration of animal sensitivity, a classroom may be required to be kept animal free. Animals must be removed from the classroom if the administration feels that it is in the best interest of the students and/or the school.
6. The classroom teacher is considered the animal's primary caregiver and is responsible to ensure that all of the animal's physical and psychological needs are met. These needs include, but are not limited to: appropriate diet, handling, housing, exercise, vaccinations, veterinary care, and socialization. Appropriate care must be provided for the pet during weekends, holidays, and vacations.
7. Cleanliness standards must be established for all animal housing. Animal housing must be checked regularly to ensure these cleanliness standards are maintained daily, including during weekends, holidays, and vacations. Animal waste must be disposed of properly (double bagged and immediately removed to outside dumpster). It is recommended that a classroom log is created to track cleanings and feedings.
8. Animals should be housed in a quiet area of the classroom away from windows, direct sunlight, heating vents, and drafts. Classroom teachers should ensure that animals are not left in the classroom during times when the building temperature may not be appropriate for the animal (e.g. during the nighttime, weekends, holidays, and vacations.)
9. Animals and their cages must be located as far away from ventilation systems as possible in order to avoid circulating allergens.

10. Children must be instructed in appropriate hygiene practices regarding the pet. Children are to immediately wash their hands after handling the pet or cleaning its habitat.
11. Children are to be instructed on safe handling of the pet. Children must be closely supervised at all times while interacting with the pet, for the welfare of both the children and the pet and handle animals brought in for observation humanely (see CUSEF guidelines).
12. Classroom pets are not permitted to breed. If several animals of the same species are being maintained as classroom pets, males and females should be kept separate at all times.
13. Animals are not allowed on buses.
14. Animals used for the purpose of assisting individuals must be registered in the front office upon arrival.

Services Animals/Animal Programs

Service animals will be allowed on school property in accordance with federal and state law. Guide/therapy dogs in training will be allowed on school property during public events; however, special approval for guide dogs to visit classrooms during the school day must be obtained from the school administrator. Guide/therapy dogs may be used for instruction if there is a connection to the intended curriculum for the course. Handlers shall have liability insurance covering their animal.

Training and Registration: The handler shall submit proof of registration as a Canine Good Citizen handler with each individual therapy dog he or she plans to bring to the school district.

Health and Vaccination: The handler shall submit proof from a licensed veterinarian that the therapy dog is in good health and has been immunized against diseases common to dogs. Such vaccinations shall be kept current and up to date all times.

Licensing: The handler shall submit proof of licensure from the local dog licensing authority.

Identification: The handler and therapy dog shall wear appropriate identification issued by the registering organization identifying them as a registered handler and therapy dog. The handler shall bring only registered therapy dogs onto school district property and may bring only one such dog at a time. The handler shall not bring young children along to the school district when handling a therapy dog.

Health and Safety: The handler shall ensure that the therapy dog does not pose a health and safety risk to any student, employee, or other person at school and that the therapy dog is brought to the school district only when properly groomed, bathed, free of illness or injury and of the temperament appropriate for working with children and others in the schools.

Control: The handler shall ensure that the therapy dog wears a collar or harness and a leash no longer than four feet and shall maintain control of the therapy dog by holding the leash at all times that the therapy dog is on school district property, including during breaks, unless holding such leash would interfere with the therapy dog's safe, effective performance of its work or tasks. However, the handler shall maintain control of the therapy dog at all times and shall not tether the therapy dog to any individual or object.

Supervision and Care of Therapy Dog: The handler shall be solely responsible for the supervision and humane care of the therapy dog, including any feeding, exercising, and cleaning up after the therapy dog while the therapy dog is in a school building or on school property, shall not leave the therapy dog unsupervised or alone on school property at any time and shall limit the therapy dog's work to two consecutive hours at a time.. The school district is not responsible for providing any care, supervision or assistance to the therapy dog.

Authorized Area(s): The handler shall ensure that the therapy dog has access to only such areas of the school buildings or properties that have been authorized by school district administrators.

Allergies and Aversions: The handler shall remove the therapy dog to a separate area as designated by the school administrator in such instances where any student or school employee who suffers dog allergies or aversions is present in an office, hallway or classroom.

Recordkeeping: Volunteer handlers shall sign themselves and their therapy dog in upon arrival at any school and shall sign both out on departure from the building. Handlers who are school district staff shall sign in their therapy dog upon arrival and sign him/her out on their departure.

03—Students

03-101—School Fees and Waivers

I. Board Policy

Pursuant to action taken by the State Legislature and subsequent rulings on that action by the State Board of Education, Soldier Hollow Charter School has created (1) an official fee policy, and (2) a fee waiver guideline.

The Board delegates to the Administration of Soldier Hollow Charter School the responsibility of administering this policy.

II. Administration Policy

The following definitions and standards shall serve as guidelines for the administration as they assess and collect fees at Soldier Hollow Charter School.

Guidelines

A. Definitions

Fee: Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods.

Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.

Student Supplies: Items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than Soldier Hollow Charter School-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, Soldier Hollow Charter School spirit wear, undergarments for athletics, and similar personal or consumable items over which a student retains ownership.

Optional Project: A project chosen and retained by a student in a vocational class or other class where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the student that would require only Soldier Hollow Charter School-supplied materials.

Textbook: Book, workbook, and materials similar in function that are required for participation in any instructional course.

Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need such information.

B. Standards

1. Classes and Activities During the Regular Academic Day
 - i. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips.

- ii. Donations may be requested but not required for any class or activity in kindergarten through sixth grade.
 - iii. Textbook, lab, and other course-related fees may only be charged in secondary grades (7th grade and higher)
 - iv. Students must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fund raising activity with the following exceptions:
 - 1. Students of all grade levels may be required to provide materials for their optional projects.
 - 2. Student supplies must be provided for elementary Students. A student may, however, be required to replace supplies provided by Soldier Hollow Charter School that are lost, wasted, or damaged by the student.
 - 3. Students in grade 7 or higher may be required to provide their own student supplies.
2. Activities Outside of the Regular Academic Day
- i. Fees may be charged in connection with any Soldier Hollow Charter School-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day.
3. General Provisions
- i. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Directors in accordance with this policy.
 - ii. The Board of Directors shall adopt the fee schedules and policies for Soldier Hollow Charter School at least once each year by in a regularly scheduled public meeting of the board. Provision shall be made for broad public notice and participation in the development of fee schedules and waiver policies.
 - iii. Soldier Hollow Charter School shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.
 - iv. No present or former student may be denied receipt of transcripts or a diploma for failure to pay fees other than a reasonable charge made to cover the cost of duplicating or mailing. No charge may be made for duplicating or mailing copies of academy records to an elementary or secondary school in which the student is enrolled or intends to enroll.

- v. The Board of Directors shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:
 - 1. Staff shall administer the policy and grant waivers;
 - 2. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.
 - 3. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;
 - 4. Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;
 - 5. Parents are given the opportunity to review proposed alternatives to fee waivers;
 - 6. An appeal process is available, including the opportunity to appeal to the board or its designee; and
 - 7. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.
- vi. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Soldier Hollow Charter School may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
- vii. Charges for yearbooks, spirit items and clothing, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

03-102—Attendance Policy

Regular attendance is required by law and is a major key to students' success. Frequent absence of students from day-to-day classroom instruction disrupts the learning process. A quality education requires a continuity of instruction, class participation, learning experience, and study. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work.

Soldier Hollow Charter School makes every effort, within the following guidelines, to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend school regularly.

Guidelines

1. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences.
2. Parents or guardians have primary responsibility for regular student attendance at school, although students also share in this responsibility. Parents or guardians are expected to ensure that their children attend school regularly and arrive on time as well.
3. Administrators shall work cooperatively with students, parents or guardians, teachers, and staff to improve student attendance. Administrators shall use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.
4. Administrators will notify a parent or guardian as well as the involved student concerning possible consequences for excessive absenteeism, including academic consequences or District Court referral. Notification will be in the form of state mandated truancy letters, phone calls, or conferences, or disciplinary meetings. Habitual truant citations may be issued to students consistent with Section 53G-6-201(7).
5. A student will be considered "truant" if that student has missed school at least five (5) times without a valid excuse or, in other words, for reasons other than those authorized under school policy. A student will be considered "habitually truant" if that student is twelve (12) years of age or older and has missed school at least ten (10) times without a valid excuse.
6. Administrators will meet with school-age minors and their parents or guardians to resolve disputes whenever parents or guardians contest notices of truancy, the designation of absences as "unexcused," or the implementation of academic or disciplinary consequences due to absences. Unresolved disputes may be appealed to the Board of Trustees.
7. Parents must notify the School Principal or Middle School Dean in advance of legitimate absences so that the absence is not designated "unexcused" (absences due to illness and emergency are an exception).
8. An "unexcused absence" is a student's absence from school for reasons other than a reason acceptable to the student's parent or guardian, submitted to the school in writing.
9. Students may be legitimately absent from class because of an "excused absence." An absence is designated as "excused" for illness, medical and dental appointments that cannot be reasonably scheduled after school, unusual opportunities for educational experiences beyond the classroom (pre-approved), family events such as reunions, weddings, religious events, and the like.
10. An absence will also be designated as "excused" when such an absence is consistent with student's IEP, Section 504 Accommodation Plan, even if it falls outside the regular "excused" absence category according to general school policy.

11. Whenever possible, a student anticipating an excused absence should contact the teacher in advance of the absence in order to acquire guidance for study and work while absent.
12. If a student has been legitimately absent from class, he/she must contact the teacher regarding make-up work when he/she returns (a younger student may utilize the help of a parent or guardian in this process).
13. If a student must leave school during the school day, parents or guardians must telephone the office to confirm an early checkout prior to the student's departure during the school day. The student must check out with the main office and there record his/her name, indicate the reason for early departure, and indicate the time of early departure.
14. The Administration will notify teachers in advance of excused or unexcused absences for which the school has been given notice.
15. Classroom teachers are required to record and verify daily student attendance. Classroom teachers will notify the Administration if a student's attendance is irregular or excessive (more than two consecutive or more than five total), or if the absence seems to be "unexcused" or inexplicable.
16. Individual teachers will, in accordance with school policy, develop grading and credit guidelines that promote attendance, class participation, and academic achievement.
17. Individual teachers will, in accordance with school policy, record tardiness and report the excessive tardiness of any student to the Administration. At the discretion of the School Principal or Middle School Dean, excessive student tardiness will receive academic and/or disciplinary consequences in accordance with school policy.
18. The Administration and individual teachers shall develop attendance plans and procedures that comply with state and board policies. The plan and procedures shall include:
 - a. Responsibilities for students, parents, classroom teachers, and school administrators,
 - b. Procedures for managing attendance issues, i.e., illness, check in/out, school activity absences, etc.,
 - c. An acceptable range of school and teacher consequences for unexcused absences and tardiness; and
 - d. Guidelines for making up work.
19. The Attendance Policy shall be available for review by parents or interested parties. The Administration and the Board of Trustees shall review attendance data and the Attendance Policy annually in order to consider revisions to the policy in an effort to encourage student attendance.

03-103—Enrollment Policy

Statement of Disclosure

Soldier Hollow Charter School is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. Soldier Hollow Charter School will consider the application of any student who submits a timely application. Soldier Hollow Charter School does not discriminate on the basis of race, religion, gender, ability, ethnicity, socio-economic status, proficiency in English, or national origin. Admissions, enrollment, and transfer procedures comply with Utah Code 53G-6-502(5) which governs such processes in the State of Utah. Soldier Hollow Charter School charges no tuition and only those fees allowed by law.

Enrollment

Open enrollment for each new school year begins in the month of January of each current school year according to the posted calendar. Soldier Hollow Charter School enrolls current students first for any new school year, and then conducts a lottery or lotteries when the number of students making application to the school exceeds the enrollment capacity in any grade, class, or program within the school.

Preferences

While the lottery selects students at random, preference is given to the following individuals in any lottery consistent with applicable state and federal law:

- Children of faculty and staff
- Children of members of the Board of Trustees
- Siblings of currently enrolled students
 - Sibling preference is granted beginning with the highest available grade and moving down. If preference is granted to a sibling, that student is placed in the next available slot on appropriate grade list following “children of founding parents” and “children of teacher” status students. Sibling preference is in place only while the first-placed student remains enrolled. If the first-placed student, who qualified siblings for preferential enrollment, is withdrawn before October 1, any siblings will lose sibling preference and move back into their place in the lottery.

Lottery

If a lottery is necessary, it will begin on the date posted on the school Calendar, generally March 10 or the Monday following Notifications regarding placement will be sent via email according to posted dates. If subsequent lottery drawings are required, dates will be posted and announced to the public in a timely manner.

The lottery will first choose the highest grade applicants and proceed down the grades through the lowest, giving preference to the first drawn names and then to the siblings of those first drawn. The lottery will also determine the priority list position for all other applicants at specified grade levels. Applications for admission received after a scheduled lottery will be considered in the following lottery.

The priority list established by the lottery will remain throughout the school year, but applicants must indicate their intent to keep their application active by sending or emailing the school a letter of intent each January. Applicants who have been accepted through the lottery must send written confirmation and submit all state and school required enrollment forms in accordance with posted instructions, and deadlines including payment of enrollment fees, generally April 30 or the following Monday, in order to maintain their placement status.

Dual Enrollment

Soldier Hollow Charter School offers dual enrollment to students who desire to be simultaneously enrolled at Soldier Hollow Charter School as well as in a home school or a regularly established private school under the following conditions:

- The student will have a minimum attendance at Soldier Hollow Charter School of three quarters (3/4) of the weekly instructional time, including instruction in Math and Language;
- The parent provides a written request with a rationale for released time away from Soldier Hollow Charter School, and receives authorization from the Administrative Director; and
- If the student is a special education student, the IEP team will meet to determine an appropriate IEP.

If the student will attend Soldier Hollow Charter School less than three quarters (3/4) of the weekly instructional time, the parent shall withdraw their student from Soldier Hollow Charter School and either enroll in a private school or return to their local school and district to complete the procedures for formal homeschool status per Utah Code 53G-6-204 (2)(a).

03-104—Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy

I. Purpose

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by Soldier Hollow Charter School. Soldier Hollow Charter School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

To that end, Soldier Hollow Charter School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in Soldier Hollow Charter school. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student’s educational performance and involvement in school activities. I

If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to UCA 53G-8-205 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

II. Definitions

A. "Bullying" means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

1. causing physical or emotional harm to the school employee or student;
2. causing damage to the school employee's or student's property;
3. placing the school employee or student in reasonable fear of:
4. harm to the school employee's or student's physical or emotional well-being; or
 - a) damage to the school employee's or student's property;
 - b) creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - (i) the pervasiveness, persistence, or severity of the actions; or
 - (ii) a power differential between the bully and the target; or

c) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

6. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

7. In addition to the above, Soldier Hollow Charter School considers bullying to be aggressive behavior that:

- a. is intended to cause distress and harm;
- b. exists in a relationship in which there is an imbalance of power and strength; and
- c. is repeated over time.

B. "Civil rights violation" means bullying (including cyberbullying), harassing, or hazing that is targeted at a federally protected class.

C. "Cyberbullying" means:

- 1. using the Internet, a cell phone, or another device to
- 2. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual,
- 3. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

D. "Federally protected class" means any group protected from discrimination under federal law.

- 1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
- 2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.
- 3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.

4. Other areas included under these acts include religion, gender identity, and sexual orientation.

E. “Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. This includes rumor spreading and social aggression intended to demean and disparage another individual and that contributes to a hostile environment for that individual.

F. “Hazing” means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;
 - a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - d. involves physically obstructing a school employee's or student's freedom to move; and
2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
3. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.
4. The conduct described in Subsection “F” constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

G. “Parent” means a student’s guardian.

H. “Retaliation” means an act of communication intended:

1. as retribution against a person for reporting bullying, cyberbullying, harassment, or hazing; or

2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.

I. "School" means any public elementary or secondary school or charter school

J. "School employee" means:

1. school teachers;
2. school staff;
3. school administrators; and
4. all others employed, directly or indirectly, by the school.

K. "Volunteer" means a person on the approved Volunteer List who is working at the school under the supervision of school staff.

III. Prohibitions

A. No school employee or student may engage in bullying or harassing a school employee or student:

1. on school property;
2. at a school related or sponsored event;
3. on a school bus;
4. at a school bus stop; or
5. while the school employee or student is traveling to or from a location or event described above in Subsection A(1) – (4)

B. No school employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location.

C. No school employee or student may engage in retaliation against:

1. a school employee;
2. a student; or
3. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation

D. No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.

E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

IV. Actions Required if Prohibited Acts are Reported

A. Each reported complaint will include:

1. name of complaining party;
2. name of offender (if known);
3. date and location of incident(s);
4. a statement describing the incident(s), including names of witnesses (if known).

B. Each reported violation of the prohibitions noted previously will be promptly investigated by a school administrator or an individual designated by a school administrator. A report of bullying, cyberbullying, hazing, harassment, and retaliation may be made anonymously, but Soldier Hollow Charter school will not take formal disciplinary action based solely on an anonymous reports.

C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:

1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
2. student suspension or expulsion from school or lesser disciplinary action;
3. employee suspension or termination for cause or lesser disciplinary action;
4. employee reassignment; or
5. other action against student or employee as appropriate.

D. The school will notify a parent if the parent's student threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation.

1. Soldier Hollow Charter School will produce and maintain a record that verifies that the parent was notified of the incident or threat.
2. Soldier Hollow Charter School will not disclose the record described in D1 to anyone unauthorized to receive it and will not use the record for purposes not allowed under the law.

E. Compliance with the Office for Civil Rights when Civil Rights Violations Occur:

1. Once Soldier Hollow Charter School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, harassment or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.
2. If it is determined that the bullying, cyber-bullying, harassment or hazing occurred as a result of the student-victim's membership in a protected class, Soldier Hollow Charter School shall take prompt and effective steps reasonably calculated to:
 - a. end the bullying, cyber-bullying, harassment, or hazing
 - b. eliminate any hostile environment, and
 - c. prevent its recurrence.
3. These duties are Soldier Hollow Charter School's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.

F. Actions must also include, as appropriate:

1. procedures for protecting the victim and other involved individuals from being subjected to: a. further bullying, cyberbullying, harassment, or hazing, and b. retaliation for reporting the bullying, cyberbullying, harassment, or hazing.
2. prompt reporting to law enforcement of all acts of bullying, cyberbullying, harassment, hazing, or retaliation that constitute suspected criminal activity.
3. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, cyberbullying, harassment, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
5. procedures for providing due process rights under Section 53G-11-501 (licensed staff) and local employee discipline policies prior to employee discipline or Section 53G-8-204 and local policies (students) prior to long term (more than 10 day) student discipline.

V. Investigations

Soldier Hollow Charter School will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The Soldier Hollow Charter School Investigators [insert name/s of at least 2 school employees, preferably one male and one female, in appropriate positions of authority, who are responsible to receive, investigate, and respond to reports] will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the procedures below [insert procedures by which reports are to be made to the School Investigators].

It is Soldier Hollow Charter School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

VI. Training

A. All students, staff, and volunteers at Soldier Hollow Charter School will receive annual training from a qualified professional regarding bullying, cyberbullying, harassment, hazing,

1. This training will address:

- a. overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior
- b. relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
- c. bullying, cyberbullying, harassment or hazing of a sexual nature or with sexual overtones;
- d. cyberbullying, including use of email, web pages, text messaging, instant messaging, three-way calling or messaging or any other electronic means for aggression inside or outside of school
- e. civil-rights violations including training and education specific to bullying based upon students' actual or perceived identities, and conformance or failure to conform to stereotypes. Training on civil rights violations will include compliance when civil rights violations are reported.
- f. awareness and intervention skills such as social skills training.

2. The school shall:

- a. distribute this policy annually to employees, parents, and students;

b. require each employee, parent, and student to sign a statement annually acknowledging receipt of the policy; and

c. keep a copy of each signed statement

B. Volunteers are under direct supervision of a licensed educator who is responsible for ensuring the volunteer is trained in the above areas. Volunteers are required to report to their supervising staff member if they are notified of a bullying, cyberbullying, hazing, harassment, or retaliation incident among students or if they reason to suspect such an incident. Volunteers are prohibited from engaging in bullying activities themselves and will be asked to leave Soldier Hollow Charter School if in violation of this policy.

C. Pursuant to 53G-9-702, Soldier Hollow Charter School will implement a youth suicide prevention program for students.

D. All licensed educators must complete 2 hours of professional development of youth suicide prevention training once every license renewal cycle. To the extent possible, other programs or initiatives designed to provide training and education regarding the prevention of bullying, cyber-bullying, harassment, hazing, and retaliation will be implemented.

E. In addition to training for all school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:

1. participate in bullying and hazing prevention training prior to participation in the extra-curricular activity;
2. repeat bullying, cyberbullying, harassment, and hazing prevention training at least every three years;
3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

VII. Additional Notes

A. 53G-9-605 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.

B. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.

C. A student assessment of the prevalence of bullying in Soldier Hollow Charter School, specifically locations where students are unsafe and additional adult supervision may be

required, such as playgrounds, hallways, and lunch areas, will be provided on a bi-annual basis.

D. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, hazing, or harassment incident creates a substantial disruption to the school environment, under *Tinker v. Des Moines, Soldier Hollow Charter School* may take disciplinary action against the student who initiated the speech. Factors that Soldier Hollow Charter School may consider in determining whether a substantial disruption has occurred are:

1. whether there is a verbal or physical confrontation over the incident at school;
2. whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;
3. whether any part of the speech that gave rise to the incident was repeated at school;
4. whether students are discussing the incident during class or if it otherwise is disrupting school work;
5. whether there is a widespread whispering campaign sparked by the off-campus incident that disrupts the school environment and students' abilities to focus on school;
6. whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrators' day to do so;
7. whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at school;
8. whether there is a negative effect on classroom activities as a result of the off-campus incident;
9. whether the speech was violent or whether there is a history of violence from the student/s who initiated the speech; (Note: true threats are not protected by the First Amendment if it advocates "imminent" violence or unlawful conduct. Thus, a message that threatens physical harm, even if it isn't mean to be serious, may not be protected by the First Amendment and the person who utters such a message may be disciplined by Soldier Hollow Charter School.)

03-105—Student Discipline Policy

The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to preserve order among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about school property, or activities shall be dealt with in accordance with Academy policy and the law. (See UCA 53G-8-202)

The Administration shall take appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt school activities. This policy shall be administered according to the following guidelines.

- A. Student Code of Conduct
 1. The school director shall develop a student code of conduct in cooperation with faculty, parents, and students. The school code of conduct shall be consistent with this policy and other school policies.
 2. A copy of the school policies and student code of conduct, as amended each year, shall be distributed to students and/or parents prior to or during the first week of school each year. Students enrolling after the beginning of the school year shall be provided a copy of the school policies and student code of conduct at the time of registration. Teachers will be given a copy of the student code of conduct prior to the beginning of the school year.
- B. Dangerous or Disruptive Conduct: The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property and at or traveling to school-sponsored activities.
 1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
 2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
 - a. Possession or distribution of drugs or alcoholic beverages.
 - b. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
 - c. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.

- d. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
- e. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
- f. Criminal Mischief—willful or malicious injury or damage in excess to public property or to real or personal property belonging to another.
- g. Battery—the unlawful and intentional touching or striking of another person against his or her will.
- h. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
- i. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.
- j. Gang-related Activity—dangerous or disruptive activity, which may include but is not necessarily limited to the following:
 - (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang;
 - (2) using a name which is associated with or attributable to a gang; or
 - (3) designating turf or an area for gang activities, occupation, or ownership.
- k. Bullying—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.
 - (1) Physical bullying: hitting and/or punching
 - (2) Verbal bullying: teasing or name calling
 - (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression
 - (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging
- l. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene or pornographic materials.

3. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

C. Due Process Procedures and Disciplinary Action

Due process is an administrative procedure followed when continued attendance of a student is in question. Fairness and reasonableness in disciplinary actions are to be maintained in all proceedings.

1. The following disciplinary actions shall be taken in response to any serious violation which threatens or does harm to school property, to persons associated with the school, or their property, that involves the possession, control, use, or threatened use of a real or look-alike weapon, explosive, noxious or flammable material, with intent to intimidate another person or to disrupt normal school activities, regardless of where it occurs (see UCA 53G-8-205 (1) (3)):
 - a. Immediately suspend the student from school.
 - b. As soon as possible following the incident, the school director or other administrator shall investigate and schedule a conference with the student and parent(s)/guardian.
 - c. The parent(s)/guardian shall be notified of the student's right to a due process hearing which shall be conducted according to the procedures outlined under item D. of this policy.
 - d. The school director shall prepare a report for the Governing Board, which will review each instance of such action.
2. The following actions will be taken for other violations of this policy:
 - a. Immediately remove the student from the scene of the violation.
 - b. As soon as possible following the incident, a school administrator shall investigate and document the charges and schedule a conference with the student involved. At this conference, the student may be suspended pending the informal parent conference.
 - c. If the issue cannot be immediately resolved, a school administrator shall invite the parent(s)/guardian to an informal conference where information can be presented on behalf of the student.
 1. (1) This informal conference shall take place at the first reasonable opportunity. In most instances this conference should take place within three school days of the incident.
 2. (2) At the informal conference the charges shall be explained and supporting evidence reviewed.
 - d. Following the informal conference, a school administrator shall take appropriate disciplinary action which may include, but is not limited to, one or more of the following.

INTERVENTIONS

Referral to:

- (1) anger management/self-discipline classes;
- (2) court/ law enforcement agency;
- (3) school guidance specialist; or
- (4) Division of Family Services, Child Protective Services or other agency.

SANCTIONS

- (5) behavior contract;
- (6) community or school service;
- (7) in-school suspension;
- (8) lunch/after-school detention; (parent or guardian shall be contacted prior to after school detention for students in grades K-6)
- (9) restitution for damage/harm;
- (10) parent/guardian attending class with student (requires teacher permission).

REMOVAL

- (11) short-term suspension less than or equal to 10 days
 - a. 1-2 days suspension: makeup homework shall be made available to students upon return to school. Students will be given one week to complete the assignments and turn them in to the teacher.
 - b. Three to less than or equal to 10 days suspension: parents can make arrangements for makeup work during the suspension period.

- (12) students serving a suspension from school are prohibited from being on school property and participating in school-sponsored activities.

- 3. In accordance with state law, the school director may suspend a student for up to 10 school days.
 - a. The parent(s)/guardian shall be notified of the right to appeal the decision to the Governing Board.
 - b. Prior to suspension or expulsion for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not of such a violent or extreme nature that immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school (i.e., in-school suspension, parent or guardian attending classes, other alternatives)
- 4. A security or police officer may be invited to a due process hearing or any other phase of the student disciplinary action whenever a school administrator deems it necessary for safety.
- 5. The policy for student disciplinary action and due process shall apply to students with disabilities only to the extent permissible under the law.

- a. Students with disabilities are subject to expulsion imposed for violations involving firearms, explosives, and flammable materials (real, look-alike or pretended).
 - b. Students with disabilities who are studying under an Individual Education Plan (IEP) may not be expelled or have their school placement changed without a hearing of the IEP committee except for violations involving weapons, drugs or serious bodily injury (consistent with the Individuals with Disabilities Education Act of 2004).
- D. Right of Appeal
1. A record of all expelled students shall be kept and a notation of the expulsion attached to the individual student's grade transcript.
 2. In accordance with state law, if a student is suspended or expelled from Soldier Hollow Charter School for more than 10 school days, the parent(s)/guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion.
Costs for educational services that are not provided by the school are the responsibility of the student's parent(s)/guardian.
- E. Appeals to the Governing Board
1. The final determination may be appealed to the Governing Board.
 2. A written appeal must be submitted to the Board Chair within 10 days of the day of suspension or expulsion.
 3. The Board shall review the determination, the evidence presented, and documents submitted by the student's family.
 4. The Board may affirm the determination, amend the determination, or affirm the determination in part and amend in part.
 5. The Board's written decision shall be issued within 21 working days of receipt of the student's written appeal.
- F. Prohibited Discipline: Soldier Hollow Charter School shall not use any form of the following forms of discipline:
1. Corporal punishment
 2. Physical punishment of any kind
 3. Verbally abusive comments
 4. Any punishment that is demeaning

03-106—Withdrawal and Transfer

To provide information about withdrawal requirements and procedures, and to make provision for the retrieval of school materials, collection of personal belongings, settlement of outstanding/reimbursable fees, and opportunity for constructive feedback.

Definitions

Membership means a student is on the current roll of Soldier Hollow Charter School. A student is a member of a class or school from the date of entrance at the school until official removal from the class or school due to the student having left the school.

Withdrawn means a student has been officially removed from the school's rolls and is no longer counted in the student membership.

General Provisions

Students already enrolled and attending Soldier Hollow Charter School are automatically re-enrolled and counted in the school's student membership for the following school year, unless they are appropriately withdrawn. In accordance with statute, the parent or guardian of a student may withdraw their student(s) from Soldier Hollow Charter School for enrollment in another charter school or a school district by:

1. Submitting notice of intent to enroll their student(s) in the district of residence for the subsequent year to the student's charter school no later than June 30 of the current school year.
2. Submitting notice of intent to enroll their student(s) in another charter school for the subsequent school year to Soldier Hollow Charter School, together with a letter of acceptance from the proposed charter school of attendance, no later than June 30 of the current school year, or
3. Obtaining approval from both Soldier Hollow Charter School and the school district or charter school in which attendance is sought, if the parent desires to change their student(s) enrollment during the current school year, or after June 30.

A student shall be automatically withdrawn from Soldier Hollow Charter School after 10 consecutive days of unexcused absence. Soldier Hollow Charter School shall make every reasonable effort to notify the parent or legal guardian prior to the student's 10th day of absence to provide opportunity for correction of attendance, or to receive notification of enrollment in another charter or public school. Unless attendance is corrected, or provisions have been made for enrollment of the student in another school, Soldier Hollow Charter School shall immediately notify the district of residence of the withdrawal, which shall enroll the withdrawn student in the resident district and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.

Upon the withdrawal of a student from Soldier Hollow Charter School, the school may immediately enroll a new student from its list of applicants.

Withdrawal Checklist: Upon the withdrawal of a student from Soldier Hollow Charter School, a Withdrawal Checklist Form may be filled out by a designated member of the office staff and signed by the parent/guardian to ensure that all school materials are returned and outstanding fees are settled, and that the parent/guardian has the same opportunity to collect their student's personal belongings. Parents/guardians will also be afforded the opportunity to provide SHCS with input regarding the school through completion of an exit survey.

School Materials: All curriculum books, library books, and other materials belonging to Soldier Hollow Charter School must be returned upon withdrawal. If items are unavailable at that time, arrangements must be made for their return to the school or reimburse the school at replacement cost.

Fees: All outstanding fees or reimbursement for any materials which are lost or damaged by the student are due upon withdrawal; fees which are eligible to be reimbursed to the student's parent/guardian may be returned via U.S. Mail within a reasonable amount of time.

Personal Belongings: All personal belongings should be removed from the school at the time of withdrawal, however if timing is not convenient or does not allow for the parent/guardian to retrieve the student's belongings, arrangements may be made to do so at a later date.

Feedback: Comments and suggestions, both positive and negative, are important to the school's goal of continual improvement and service. We encourage all parents/guardians to provide honest and constructive communication on the exit survey.

Conduct: Staff and teachers will treat the student and parent/guardian with professionalism and respect at all times.

References: Utah Annotated Code 53a-1a-506.5 State Board Administrative Rule R277-419-4

03-107—Graduation Requirements

Graduation requirements and the granting of a diploma require (consistent with the school's charter and state law and R277-705) completion of:

- Grade 7 Language Arts
- Grade 8 Language Arts
- Grade 7 Mathematics
- Grade 8 Mathematics
- Grade 7 Integrated Science
- Grade 8 Integrated Science
- United States History
- Utah History
- Health Education
- College and Career Awareness
- Digital Literacy
- The Arts
- Physical Education

03-108—Student Privacy

Soldier Hollow Charter School shall comply with confidentiality of student records as required under federal law, state law (53E-9-202 to 204) and under R277-487.

An employee, student aide, volunteer, third party contractor, or other agent of the school shall protect the privacy of a student, the student's parents, and the student's family and support parental involvement in the education of their children through compliance with the protections provided for family and student privacy under this part and the Family Educational Rights and

Privacy Act and related provisions under 20 U.S.C. Secs. 1232g and 1232h, in the administration and operation of all public school programs, regardless of the source of funding.

Administration shall develop procedures to ensure that all provisions of student records privacy and security are maintained. Administration is prohibited from administering to a student any psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation without the prior written consent (consistent with 53E-9-202 (4)) of the student's parent or legal guardian, in which the purpose or evident intended effect is to cause the student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:

- (a) political affiliations or, except as provided under Section 53G-10-402 (1) or rules of the State Board of Education, political philosophies;
- (b) mental or psychological problems;
- (c) sexual behavior, orientation, or attitudes;
- (d) illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) critical appraisals of individuals with whom the student or family member has close family relationships;
- (f) religious affiliations or beliefs;
- (g) legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and
- (h) income, except as required by law.

This policy does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected against disclosure under this section

03-109—Social Networking Policy

(See additional policy below. 05-116—Employee Social Networking)

A. Statement of Purpose

The Board recognizes the potential pedagogical value, as well as potential hazards, of social networking. The following policy is promulgated to protect students and personnel.

B. Definitions

1. Social networking: as used in this policy, social networking means establishing, maintaining, posting to, or otherwise participating in an electronic community on websites, blogs, or through accounts on social networking sites.
2. School related social networking community site: an employee created or maintained site whose members include students whom the employee knows primarily by reason of the employee's employment.
3. Student: an individual whose class has not graduated or who is enrolled in a school whether the school is traditional or online.

C. Instructional Use of Social Networking Sites

1. Administrator is authorized to grant permission for the educational use of social networking tools. An educator desiring to establish a school related networking community in which students can participate shall propose the community to the administration with an explanation of the instructional purposes of the community. An educator may proceed if the administrator gives written consent. Consent can be withdrawn at any time.
2. Educator proposals shall be re-submitted and reviewed annually.
3. Any school related social networking site shall comply with all school. Profanity, obscenity, defamation and bullying are not permitted.
4. Educators must comply with the state and federal Family Educational Rights and Privacy Acts (FERPA) and other applicable state and federal laws and other District policies.
5. In the interest of protecting students' privacy rights, Parents or guardians may "opt out" or request that a student's name, photos of the student, school work, or other information pertaining to their student is not posted or published on a social networking site, and educators shall ensure compliance with such requests. Student privacy rights information and guidelines, to include procedures for "opting out," are distributed to families annually and maintained on the web site.
6. Educators are responsible for ensuring that student posts on school related sites which violate laws or policies are removed immediately and appropriate disciplinary action is taken.

7. Educators are responsible for all content on the educator's school related site, including posts by students. Site content shall be limited to educational purposes and shall not be used for advertising (beyond web ads not within the educators control) or for any other non-school-related reason.
8. School administrators shall be granted access to school related sites and shall monitor the sites for compliance with this policy.

D. Personal Social Networking

1. Nothing in this policy shall prohibit personal or private social networking by employees acting outside of the scope of their employment and with personally owned equipment.
2. Employees who maintain personal social networking sites shall not allow Wasatch School District students to access personal sites, excepting members of family.
3. Use of district owned equipment and internet access is monitored, and employees have no expectation of privacy in activities utilizing district owned equipment whether the use is on or off contract time.
4. Personally identifiable student information, to include photographs, continues to be subject to FERPA and shall not be included on personal sites.

03-110—Technology and Network Protection Policy

The Soldier Hollow Charter School board of directors recognizes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Soldier Hollow Charter School will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the Soldier Hollow Charter School goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. Soldier Hollow Charter School technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Principal or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities to promote appropriate and responsible technology use and to develop procedures to support this policy.

Legal Reference

18 USC §§ 2510-2522, Electronic Communication Privacy Act

Electronic Resources: Procedure

These procedures are written to support the electronic resources of the school and to promote positive and effective digital citizenship among students and staff. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The Soldier Hollow Charter School network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The Soldier Hollow Charter School reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of Soldier Hollow Charter School.

Acceptable network use by Soldier Hollow Charter School students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;

- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all Soldier Hollow Charter School policies and guidelines;
- Connection of staff personal laptops to the Soldier Hollow Charter School network after checking with as authorized by designated staff to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by Soldier Hollow Charter School students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by Soldier Hollow Charter School;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware).
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other Soldier Hollow Charter School computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and Attaching unauthorized equipment to Soldier Hollow Charter School network. Any such equipment will be confiscated and destroyed.

Soldier Hollow Charter School will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. Soldier Hollow Charter School will not be responsible for unauthorized financial obligations resulting from the use of, or access to, Soldier Hollow Charter School computer network or the Internet.

Internet Safety: Personal Information and Inappropriate Content

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

Students and staff should not reveal personal information about another individual on any electronic medium.

No student pictures or names can be published on any class, Soldier Hollow Charter School web site unless the appropriate permission has been verified.

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering appliances are used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

- Any attempts to defeat or bypass Soldier Hollow Charter School Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to Soldier Hollow Charter School browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of Soldier Hollow Charter School will be considered SPAM and blocked from entering Soldier Hollow Charter School e-mail boxes;
- Soldier Hollow Charter School will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to Soldier Hollow Charter School computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of Soldier Hollow Charter School; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels.

Training on online safety issues and materials implementation will be made available for administration, staff and parents.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the

United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

System logins and accounts are to be used only by the authorized owner of the account, for authorized Soldier Hollow Charter School purposes. Students and staff are responsible for all activity on their account and must not share their account password.

Administration shall ensure that school faculty, staff, and students are trained in proper network security procedures, including the protection of passwords and the prohibition of the use of another user's network account.

Student Data is Confidential

Soldier Hollow Charter School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

Soldier Hollow Charter School provides the network system, e-mail and Internet access as a tool for education and research in support of Soldier Hollow Charter School mission. Soldier Hollow Charter School reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: The network;

- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.
- No student or staff user should have any expectation of privacy when using Soldier Hollow Charter School network. Soldier Hollow Charter School reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Utah.

Archive and Backup

Regular backup shall be made of all Soldier Hollow Charter School data (including e-mail correspondence) for purposes of public disclosure and disaster recovery.

Disciplinary Action

All users of Soldier Hollow Charter School electronic resources are required to comply with Soldier Hollow Charter School policy and procedures [and agree to abide by the provisions set forth in Soldier Hollow Charter School user agreement]. Violation of any of the conditions of use explained in this or any other policy related to Electronic Resources may be cause for disciplinary action, up to and including suspension or expulsion from school and suspension or revocation of network and computer access privileges, and up to and including termination of employment for employees.

03-111—Head Injury Policy

In compliance with Utah State Board of Education Rule R277-614 has established this *Head Injury and Concussion Policy* to provide education about concussion for coaches, school personnel, parents, and students. This policy outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

School seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, administration shall develop procedures to ensure that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Administration, Physical Education Specialists and/or Committees shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

Non-Policy tools and procedures

Recognition of Concussion

A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or does not lose consciousness.

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache

- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines for All Staff

- 1) The following situations indicate a medical emergency:
 - a) Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
 - b) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 1. Deterioration of neurological function
 2. Decreasing level of consciousness
 3. Decrease or irregularity in respirations
 4. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 5. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 6. Seizure activity
- 2) A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student’s primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games:

Recognize concussion

- a) All educators and agents of the school should become familiar with the signs and symptoms of concussion that are described above.
- b) Educators and agents of school shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional. **When in doubt, sit 'em out!**

Refer the athlete/student for medical evaluation

1. The agent of school is responsible for notifying the student's parent(s) of the injury.
 - a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
 - b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to medical treatment):
 - a. The school agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
 - b. The school agent should continue efforts to reach a parent.
 - c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A school agent should accompany the student and remain with the student until a parent arrives.
 - d. The school agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
 - (1) Asymptomatic at rest and with exertion (including mental exertion in school) AND

- (2) have written clearance from the student’s primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a school agent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete’s physician).
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:
 - (1) Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - (2) Return to school full-time.
 - (3) Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.
 - (4) Running in the gym or on the field. No helmet or other equipment.
 - (5) Non-contact training drills in full equipment. Weight training can begin.
 - (6) Full contact practice or training.
 - (7) Play in game. Must be cleared by physician before returning to play.
- 2) The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

Potential Problem Areas

While current Utah law designates that a student may be returned to play by “an appropriate health care provider”, school may limit the credentials from which it will accept clearance in its sole

discretion. Generally, students will be required to provide a note from his/her health care provider before being allowed to return to play. This is a very important decision and will be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school's liability carrier may also be consulted.

School administration will not allow students clearly having concussion symptoms to return to play even if given clearance by a healthcare provider.

03-112—Administration of Medication to Students

The Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with UCA 53G-9-502.

The Administration authorizes the following guidelines for administering medication to students.
Guidelines

- A. School personnel may administer prescription medication or nonprescription medication to a student during the regular school day only when the medication has been prescribed by the student's physician, dentist, nurse practitioner, or physician assistant and the school principal receives:
 1. A current, written request that medication be administered during regular school hours signed by the student's parent or legal guardian, and
 2. A current, written statement signed by the prescriber of the medication that includes the following:
 - a. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
 - b. A statement that describes the method, amount, time schedule for administration, and duration of the treatment.
- B. The parent request and prescriber's statement must be re-submitted at the beginning of each school year the medication is continued, and as medication is prescribed or changed. The school may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) school days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year.
- C. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.
- D. Oral, topical, and inhalant medication, opiate antagonists, or injectable epinephrine may be administered by assigned school personnel in compliance with applicable law.
- E. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult, except as otherwise allowed by law.
- F. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
- G. Nonprescription medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
- H. All medication provided to the school must be kept under lock and key.
- I. School personnel who are assigned to administer student medication shall receive appropriate training.
- J. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must initial the record each time medication is given.

- K. Authorization for administration of medication by school personnel may be withdrawn by the school director after consultation with the school nurse at any time following actual notice to the student's parent or guardian.
- L. School personnel who administer medication to students in substantial compliance with the prescriber's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or the school's discontinuing the administration of the medication under these guidelines.
- M. Elementary students are not to carry or self-administer medication on school premises unless it is expressly ordered by the prescriber and authorized by the parent. Secondary students may possess and self-administer over-the-counter or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi dose containers.
- N. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time should be destroyed.
- O. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of applicable policy.
- P. Sunscreen and Lip Balm are not considered medication.

03-113—Electronic Devices on Campus

Cell phones and other personal electronic devices are a privilege at SHCS, not a right. It is not recommended that electronic devices will be brought to school. SHCS is not responsible for any theft, damage or loss of electronic devices. Students are not allowed to have them out during the day. The electronic devices have to remain powered down and in the student's backpack. They are not for recess or personal use. Any electronic devices used inappropriately will be confiscated and held until a parent comes to pick it up.

A. Definitions:

1. Electronic Device means a mobile phone, PDA, MP3 or other music player, any portable computer, or any other device that holds digital information;

B. Prohibitions:

1. Personal Electronic Devices, when approved by a teacher or a member of administration, are allowed in school to enhance learning opportunities and not for student entertainment.
2. LEA employees and invitees may not use electronic devices to access inappropriate matter on the Internet and World Wide Web while using LEA equipment, services or connectivity whether on school property or while using school-owned or issued devices;
3. Students may not use electronic devices during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions;
4. The Electronic Use Policy must be signed yearly for each student.
5. Devices must be put away except during times authorized by the teacher.
6. Devices and their content are the sole responsibility of the student and their parents. The school is not responsible for content, loss or damage.
7. No phone calls, texting, or emails are allowed during school hours.
8. Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
9. At no time may an electronic device be used in ways that might reasonably create in the mind of another person an impression of being threatened, bullied, humiliated, harassed, embarrassed nor may it be used to intimidate school-related individuals, including students, employees, and invitees, consistent with R277-609 and R277-613, or violate local, state, or federal laws;
10. Devices are not allowed to access the internet outside of the school's filtered network or to broadcast access to other devices.
11. No network or internet access will be given through school resources.
12. Electronic devices cannot have phone, camera, or internet ability enabled.

C. Administration shall adopt procedures that:

1. Protect the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging);
2. Prohibit unauthorized access, including hacking and other unlawful activities by LEA electronic device users; and

3. Prohibit unauthorized disclosure, use and dissemination of personal student information under the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
- D. Administration shall include the following information on the school website for parents and students:
1. provisions that inform students that there may be administrative and criminal penalties for misuse of electronic devices and that local law enforcement officers may be notified if school employees believe that a student has misused an electronic device in violation of the law;
 2. provisions that inform students that violation of LEA acceptable use policies may result in confiscation of LEA-owned devices which may result in missed assignments, inability to participate in required assessments and possible loss of credit or academic grade consequences;
 3. provisions that inform students that they are personally responsible for devices assigned or provided to them by the LEA, both for loss or damage of devices and use of devices consistent with LEA directives;
 4. provisions that inform students and parents that use of electronic devices in violation of LEA or teacher instructional policies may result in the confiscation of personal devices for a designated period; and
 5. provisions that inform students that use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.
- E. Administration shall include the following in a handbook for employees:
1. notice that use of electronic devices to access inappropriate or pornographic images on school premises is illegal, may have both criminal and employment consequences, and where appropriate, shall be reported to law enforcement;
 2. notice that employees are responsible for LEA-issued devices at all times and misuse of devices may have employment consequences, regardless of the user; and
 3. notice that employees may use privately-owned electronic devices on school premises or at school sponsored activities when the employee has supervisory duties only as directed by the employing LEA.

03-114—Extracurricular Activities and School Clubs

Administration shall encourage students to have a range of extracurricular activities and clubs in which to participate if they choose, consistent with the school’s charter and state law. Soldier Hollow Charter School procedures allow students to participate in extracurricular activities at students’ District School of Residence consistent with R277-494.

03-115—Reciprocity of Credits

- A. Soldier Hollow Charter School shall accept all credits or coursework from schools and supplemental education providers accredited by the Northwest Accreditation Commission, properly authorized public schools both in and out of Utah, and accredited distance learning schools consistent with R277-705:
 - a. Soldier Hollow Charter School accepts credits and grades awarded to students from schools or providers accredited by the Northwest Accreditation Commission or approved by the Utah State Board of Education without alteration.
 - b. Timely documentation is required for transfer students of all credits requested for acceptance
- B. Soldier Hollow Charter School may accept credit from non-accredited sources, course work or education providers consistent with R277-705 upon satisfactory demonstration that:
 - a. Satisfaction of coursework by demonstrated competency, as evaluated at Soldier Hollow Charter School;
 - b. Review of student work or projects by administrators; and
 - c. Satisfaction of electronic or correspondence coursework, as approved administration.
- C. The school director has the final decision-making authority for the awarding of credit and grades from non- accredited sources consistent with state law, due process, and R277-705.

03-116—Student Transportation

The administration shall develop procedures that ensure that when students are transported by employees, volunteers, or transportation firms under a contract with the school, such transportation is done in compliance with applicable laws, protects the school from unnecessary liability, and ensures appropriate levels of student safety.

Any party that transports students on behalf of the school shall have adequate insurance, completed background check, and required driver information form.

All buses owned by the school, and any transportation system operated by the school, shall comply with R277-601, and administration shall develop procedures for such operations consistent with that rule.

03-117—Special Education

See state and federal regulations.(Special Education Procedures document.)

03-118—Education of Homeless Students

Administration shall develop and implement procedures to ensure that homeless students who apply to attend Soldier Hollow Charter School (consistent with the school's enrollment and lottery policies) may immediately enroll with full participation even if they are unable to produce records which may include medical records, birth certificates, school records, or proof of residency normally required for enrollment, consistent with R277-616.

03-119—Student Search Policy

In order to ensure student safety and protect individual student rights, administration shall develop and implement procedures related to the search of student property. Procedures shall provide:

- That a search may only occur upon reasonable suspicion that student safety is at risk or that a student is in possession of an item or items prohibited by school safety or discipline policy, such as controlled substances or weapons;
- That students are protected from unreasonable intrusion;
- That faculty and staff are appropriately trained in the fair and consistent implementation of student search procedures.

03-120—Dissemination of Information About Juvenile Offenders

A. The dissemination of any information about students' juvenile offenses or charges shall be consistent with FERPA and GRAMA, including applicable time periods and protection of confidential information.

B. Only the School Director and teachers who have instructional or activity oversight of the student shall have authority to receive confidential information about students' juvenile offenses or charges.

C. A dispute regarding the dissemination of information shall be decided in favor of a student's rights to privacy, except in the event of apparent imminent danger to persons or property.

03-121—Statewide Online Education Program

Soldier Hollow Charter School shall facilitate student enrollment in the Statewide Online Education Program established under UCA 53F-4-501 .

03-122—Field Trips

I. **Board Directive**

Field trips are an integral part of the instructional program and may be provided to enrich or expand learning opportunities for students. Subject to funding constraints, field trips shall be used to place a variety of civic, cultural, community, and business resources within the reach of the classroom. The Board authorizes the Administration to implement a policy for field trips.

II. **Administrative Policy**

The Administration shall be responsible to see that field trip experiences, which are directly

related to established curriculum goals, are provided according to the following administrative policy provisions:

- A. Field trip authorization
 - 1. Field trips shall be authorized by the school administrator who is responsible to assure that adequate funding is available through an appropriate funding source.
 - 2. Other faculty or staff may be assigned to coordinate field trip activities after proper authorization.
- B. The following information shall be provided by the teacher(s) or adviser(s) requesting the field trip:
 - 1. A description of the field trip including the purpose of the trip, place of destination, class or sponsoring organization, and number of students involved.
 - 2. An outline of the field trip curriculum including instruction prior to the event, during transit, at the point of destination, and evaluation or follow-up activities after the event.
- C. All field trips must adhere to established policies and regulations governing student safety, including use of an authorized means of transportation which meets all State requirements for transporting students, parent permission for student participation, and an adequate number of qualified adult supervisors who have passed a School background check, if needed.
- D. Subject to funding constraints, students may be transported by a contracted bus service, by volunteer drivers, or with students responsible for their own transportation.
 - 1. Each student desiring to participate in any field trip must submit a “Participation Disclosure and Acknowledgment” form signed by the student and the student’s parent or guardian which acknowledges the method of travel. A student may not participate in the activity, unless a completed “Participation Disclosure and Acknowledgement” form is on file.
 - i. Volunteer Drivers (this does not include parents of students who may drive student friends of their children who visit their homes for social activities, or who have formed an independent carpool with other families for transportation to and from school during regular arrival and departure times) shall meet the following conditions, and sign an acknowledgement form to that effect:
 - ii. Carry comprehensive insurance coverage.

- iii. Have and carry while driving a copy of my valid Driver License and provide a copy to the school.
- iv. Pass a School background check.
- v. In the event of an accident that occurs while students are being transported, ensure that the police respond to the scene of the accident and that a complete accident report is filed with the police department and a copy provided to the School.

Overnight Travel

- A. Administration shall be responsible for coordinating development of overnight student activity and travel plans according to the following criteria:
 - 1. Whenever possible, student activities shall be scheduled in proximity to the school and the need for long distance or overnight travel avoided. Using the travel proposal and request application process, the sponsoring faculty must show why the requested activity experience cannot be obtained in proximity to the school. The School may not approve requests for travel outside the continental United States.
 - 2. Overnight travel may be part of the educational program when the anticipated educational benefits warrant the required expenditures, comparable experiences are not available at the locally, and the travel costs will not burden families unduly. All requestors of trips must demonstrate educational significance as to why the students are participating in the activity.
 - 3. Supervision for student travel must be provided at least a ratio of one (1) responsible adult age 21 years or older per ten (10) students. However, there must always be at least two (2) chaperones regardless of the total number of students traveling. Responsible adults providing supervision will complete the Volunteer Form and a School background check. Chaperones shall be primarily advisers and parents. Under no circumstance can a chaperone's responsibility be delegated to an unapproved chaperone. Students can only be released to their parent/guardian.
 - 4. All expenses (including travel expenses for required chaperones) associated with the trip must be paid by the participants themselves, covered by fundraising, or other state or federal monies provided expressly for the activity.
 - a. The cost of substitutes for required advisers who are accompanying traveling students must be included as part of the travel expense and must be paid by either the travel participants or the individual adviser.
 - b. All student expenditures associated with the trip must be itemized in detail by listing exact costs per student:
 - i. travel

- ii. housing
 - iii. meals
 - iv. registration fees (when applicable)
 - v. commercial insurance coverage (if not included in the package)
 - vi. individual post-departure travel insurance purchased through District travel buyer.
 - vii. other, i.e. event admissions
 - viii. chaperone/adult travel costs
- c. The total anticipated expenditure per student must be shown on the field trip application form. The percentage of the total student cost that may be earned through fundraising efforts must also be listed.
- d. When, in the sole judgement of the Administration or the Board, in consultation with the school and the participating students and patrons, travel is suspended due to safety or other consideration beyond the control of any or all involved, the Board, school employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants during the required parent meetings and prior to the commitment of funds. The school administration must be certain that parents are aware of this condition and also require the parents to sign a statement of their understanding.
5. Transportation shall be by commercial carrier for all overnight travel. No private aircraft may be used for student travel. Ground transportation guidelines are as follows:
- a. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.
 - a. Commercially rented buses or other modes of ground transportation may be used upon arrival at destination. Appropriate ground transportation insurance must be in place. If the destination is over 150 miles one way, a commercial carrier, with a professional, licensed operator, must be utilized.
 - b. Upon arrival at a destination, local ground transportation may be operated by an adult adviser/chaperone who meets the Volunteer Driver standards of this policy. The vehicles used for this transportation should never exceed eight passenger capacity. Twelve- or fifteen-passenger vans are strictly prohibited for any student travel. Appropriate ground transportation insurance must be in place.
 - c. Students are not allowed to drive when participating in overnight travel.

- B. A preliminary travel proposal outlining a desired overnight travel experience will be submitted to the Administrator prior to any discussion or meetings with parents and at least 45 days prior to the proposed trip. The preliminary travel proposal shall include:
1. The name of the group requesting permission to travel.
 2. The objectives of the trip, including valid and complete documentation of the educational outcomes.
 3. The proposed destination, mode of travel, and number of students involved.
 4. The number of school days missed.
 5. The estimated total student cost of the trip including percentage of fundraising used to fund the trip per student.
 6. Specific and clearly defined reasons why the educational objectives cannot be met at another location closer to home.
- C. The final overnight travel request form shall be submitted to the appropriate Administrator of Schools and Business Administrator fourteen (14) days prior to departure. In addition to the information named in above, the request form shall also include complete documentation and summary of results of a required parent meeting as outlined below.
- D. A parent/guardian meeting must be held in conjunction with overnight travel requests.
1. This meeting with parents will be held to discuss all costs and the itinerary associated with the proposed trip for the parents of potential student participants. A parent survey may be utilized if a parent(s) is unable to attend the meeting.
 2. In this meeting parents will be informed, by a school administrator or the adviser in writing, of the proposed travel itinerary, anticipated expenditure per student, fundraising efforts, and the potential for non-refunds or expenditures when trips are cancelled.
 3. A parent authorization statement granting the adviser permission to seek medical treatment for a student, in the event of an emergency, must be provided at the parent meeting or prior to the commencement of the trip.
- E. All overnight student travel participation is strictly optional. Students who, for any reason, do not participate in activity travel shall not be penalized. Nonparticipation shall not impact grades or the student's status in the class or organization.
- F. Advisers may not use an excessive amount of class/instructional time to plan and promote the trip. The trip may only be advertised and promoted to Soldier Hollow students.

- G. The School shall not sponsor activity travel for post-graduate students such as graduation trips, music tours, etc.
- H. Evidence of Insurance coverage in addition to that provided by the School's regular policies shall be provided by the student organization from one of the following:
 - 1. The tour provider (vendor)
 - 2. A commercial group insurance carrier
 - 3. CHIPS insurance, sold to individual students through the school at reasonable cost
 - 4. Additional coverage from a private insurance carrier
 - 5. In addition to the above insurance coverage, every traveling member will be required to purchase individual post-departure travel insurance. These costs shall be shared by the trip participants on an equal basis.
 - 6. A student shall show proof of family health insurance coverage. This proof must be on file with the school administration.

04—Administration and Operations

04-101—Religious Freedom Policy

1. PURPOSE AND PHILOSOPHY

- 1.1 Soldier Hollow Charter School promotes mutual understanding and respect for the interests and rights of all individuals regarding their beliefs, values, and customs. Specifically, it is the school’s purpose to have a policy that:
- 1.2 Fosters knowledge and understanding about, and sensitivity toward, religious differences and the role of religion in a diverse, contemporary society;
- 1.3 Allows student and employee religious expression and freedom of speech within the parameters of existing state and federal law;
- 1.4 Supports a climate of academic freedom in which religious ideas and organizations can be discussed in an objective way, for their educational value, with emphasis on the impact of religions on history, literature, art, music, morality, and other key social institutions;
- 1.5 Requires official neutrality on the part of teachers, administrators, other school employees, and volunteers regarding religious activity when acting in their official capacities;
- 1.6 Promotes constructive dialogue between schools and community regarding religion; and
- 1.7 Encourages educators and all members of the school community to engage in persistent efforts to eliminate prejudice, build trust, work toward consensus, and resolve disputes over religious issues in schools promptly, equitably, sensitively, and with civility at the local level.

2 POLICY

- 2.1 It is school policy to comply with existing state and federal law regarding religion and religious expression in public schools. Specifically, it is School policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain official neutrality regarding sectarian religious issues; the School will neither advance nor inhibit religion.
- 2.2 It is also School policy to take all reasonable steps to resolve disputes over religious issues in schools promptly, equitably, and with civility.

3 STUDENT EXPRESSION OF PERSONAL RELIGIOUS BELIEFS OR VIEWS

- 3.1 **Non-discrimination:** Soldier Hollow Charter School will not forbid students acting on their own from expressing their personal religious views or beliefs solely because

they are of a religious nature and will may not discriminate against private religious expression by students, but will instead give students the same right to engage in religious activity and discussion as they have to engage in other comparable activity.

- 3.2 Freedom to act:** While the freedom to believe is absolute, the freedom to act on a belief is not. In order to claim a violation of the Free Exercise protections of the First Amendment and the this policy, a person must show that his or her actions 1) are motivated by a sincere religious belief, and 2) have been substantially burdened by school officials or the School.
- 3.3 Least restrictive means:** If an individual can show that his or her actions are motivated by a sincere religious belief and have been substantially burdened by school officials or the School, school officials can still regulate the conduct if they have a compelling interest and pursue such interest in the manner least restrictive of the individual's religion.
- 3.4 Student religious expression during discretionary time:** Free exercise of religious practices or freedom of speech by students during discretionary time shall not be denied unless the conduct or speech unreasonably interferes with the ability of school officials to maintain order and discipline, violates school rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety appropriate to the school setting.
- 3.4.1** Student conduct or speech of a personal religious nature that may not be prohibited unless it violates the standards above, includes, but is not limited to:
- 3.4.1.1** [a] Reading the Bible or other scriptures;
- 3.4.1.2** [b] Saying grace;
- 3.4.1.3** [c] Praying with friends in cafeterias, hallways, around flagpoles, or at athletic contests and other extra-curricular activities;
- 3.4.1.4** [d] Discussing religious views with other students, or attempting to persuade peers about religious topics, as long as the persuasive speech does not constitute harassment
- 3.5 Organized prayer groups and religious clubs:** Students may organize prayer groups, religious clubs, and other gatherings before and after school to teh same extent that students are permitted to organize other noncurricular student activity groups and clubs. Such groups and clubs must be given the same access to school facilities for assembling as is given to other noncurricular groups, without discrimination because of the religious content of their expressions.

3.6 Student religious expression during instructional time: Students participating in school sponsored learning activities shall not be prohibited from expressing personal religious beliefs or be penalized for so doing, unless the expression unreasonably interferes with the ability of school officials to maintain order and discipline, violates school rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety appropriate to the school setting.

3.6.1 Student religious conduct or expression that may not be prohibited in homework, classroom discussions, presentations, assignments, or school sponsored activities, unless it violates the standards above, includes but is not limited to:

3.6.1.1 [a] Submitting homework, artwork, or other assignments with religious content;

3.6.1.2 [b] Giving class presentations with religious content that are relevant to the curriculum and matter being discussed;

3.6.1.3 [c] Making religious remarks or asking questions about religion in the ordinary course of classroom discussion;

3.6.1.4 [d] Asking questions of students or school employees regarding their religious beliefs or views.

3.6.2 Teachers and other school officials should evaluate homework and classroom work with religious content consistent with ordinary academic standards of substance and relevance, as well as other legitimate pedagogical concerns.

3.6.3 When responding to a student's question about an employee's personal religious beliefs or views, the employee must maintain official neutrality and be careful not to advocate or encourage acceptance of his/her religious belief or perspective (see section 8.2 of this policy).

4 RELIGIOUS CLOTHING AND APPAREL

4.1 Because dress is a form of individual expression, any prohibition or regulation of religious clothing or apparel must be consistent with the school dress and uniform standard (including standards for "free dress days," done in the least restrictive manner possible to accomplish School and school objectives of maintaining a safe and orderly school environment.

4.2 School officials should also be sensitive and appropriately accommodate students who request not to wear certain gym clothes that they regard, on religious grounds, as immodest.

5 MOMENT OF SILENCE IN CLASSROOMS

- 5.1 In accordance with Utah law, teachers may provide for the observance of a period of silence in the classroom each school day. However, teachers and other school officials must maintain official neutrality by neither encouraging nor discouraging prayer nor other religious exercise during the moment of silence.
- 5.2 Under School policy teachers and other school officials may not organize, endorse, or encourage prayer exercises in the classroom. Teachers and other school officials must supervise during this time.

6 EXTRA-CURRICULAR ACTIVITIES

- 6.1 **Moment of silence:** Students may elect to hold a moment of silence as part of graduation or other extracurricular ceremonies or activities. A moment of silence may only be initiated and conducted by students, and shall not be used as a forum for vocal prayer or other religious exercise, but rather as an opportunity for those in attendance to participate in a quiet moment according to the dictates of their own conscience. During a moment of silence and all other religious activities associated with graduation, school officials shall maintain official neutrality.
- 6.2 **Prayers by non-students prohibited at athletic contests and other extra-curricular events:** Consistent with the general policy on school-sanctioned prayers, it is School policy to prohibit prayers initiated or led by coaches, parents, clergy, or other non-students prior to, during, or after athletic contests and other extra-curricular events, Students may pray together at such events consistent with the guidance outlined in Section 5.1 of this policy. Coaches, administrators, and other school officials may be present during student prayers to supervise, but should in no way participate in or encourage prayer exercises. School officials should take steps to prevent any activity from being coercive or harassing.

7 DISTRIBUTION OF RELIGIOUS MATERIALS ON SCHOOL GROUNDS

- 7.1 Non-school sponsored organizations and non-students may only distribute literature or other materials in schools or on school grounds in accordance with reasonable time, place, and manner restrictions imposed by the schools
- 7.2 Students may distribute literature unrelated to school curriculum or activities only at reasonable times, places, and manners designated by the school.
- 7.3 Religious tracts, books, or literature may not be singled out for special regulation or prohibition based on content, but is subject to reasonable time, place and manner restrictions imposed by the schools on other non-school related literature.

8 EMPLOYEE EXPRESSION OF PERSONAL RELIGIOUS BELIEFS

- 8.1 **Official neutrality:** All employees of Soldier Hollow Charter School must maintain strict neutrality when acting in their official capacities. An employee's rights relating to voluntary religious practices and freedom of speech do not include proselytizing of any student regarding atheistic, agnostic, sectarian, religious, or denominational doctrine while the employee is acting in the employee's official capacity, nor may an employee attempt to use his or her position to influence a student regarding the student's religious beliefs or lack thereof.
- 8.2 **Response to questions:** If a student asks an employee about that employee's personal religious beliefs, the employee may choose not to respond out of professional respect for the student's freedom of conscience or personal beliefs. However, while acting in an official capacity, an employee may respond in an appropriate and restrained manner to a spontaneous question from a student regarding the employee's personal religious beliefs or perspectives. Because of the special position of trust held by school employees, employees may not advocate or encourage acceptance of specific religious beliefs or perspectives; but may, by exercising due caution, explain or define personal religious beliefs or perspectives.
- 8.3 **Reasonable accommodation:** It is School policy to reasonably accommodate an employee's or prospective employee's religious dress, observance or practice whenever such accommodation can be made without undue hardship on the conduct of the School's business.

9 VOLUNTEERS

- 9.1 The School prohibits discrimination on the basis of religion against any group or individual desiring to volunteer
- 9.2 Volunteers must maintain strict neutrality regarding religion while performing volunteer work for the schools.
- 9.3 Volunteers are prohibited from engaging in proselyting activities or recruiting activities of any type on school grounds or in conjunction with any school activity, and must strictly follow the directions given them by school officials.
- 9.4 Religious apparel is permissible if it is required by a person's religion, is part of the person's ordinary work dress and would not be disruptive of the school environment and does not contain a proselytizing message.
- 9.5 Volunteers, including those from religious organizations, serving in the schools, and interacting directly with students on a regular basis, shall wear a School approved volunteer name tag containing the individual's first and last name, and shall sign a form acknowledging that they understand and will abide by the provisions of this policy.

9.6 School officials are responsible to monitor the behavior and interactions of volunteers while they are serving in schools or participating in school activities. Volunteers who fail to comply with the provisions of this policy shall be asked to leave the school or activity. Ultimate responsibility for enforcement of this policy rests with the Director.

10 RELIGION IN THE CURRICULUM

10.1 **Teaching about religion:** Religious instruction is the responsibility of parents and religious institutions, but teaching **about** religion and beliefs of conscience is a legitimate and appropriate part of a complete academic education on the elementary and secondary levels.

10.2 **Instructional practices:** To ensure that the educational approach to religion is one of academic instruction, not of indoctrination, and that it does not unduly favor religion over non-religion, teachers and school officials shall adhere to the following guidelines:

10.2.1 Study or presentations about religion or other beliefs of conscience must achieve academic educational objectives, and be presented in a balanced manner within the context of the approved curriculum.

10.2.2 The school's approach to religion must be academic, not devotional.

10.2.3 Students may be exposed to any and all religious views and beliefs of conscience, but they should not be coerced to accept any particular view or belief.

10.2.4 The objective study of comparative religions is permissible, but no religious tent, belief, or denomination may be given inappropriate emphasis; the school may educate about all religions, but may not promote or denigrate any religion or belief of conscience.

10.2.5 Students should be taught to understand a variety of beliefs, and to respect the rights of all people, including the rights of individuals or groups with whom the students may disagree. Teaching about religion and beliefs of conscience should emphasize the role of religion and beliefs of conscience in history and culture, and the importance of religious liberty as a cornerstone of a democratic society.

10.3 **Privacy:** In accordance with federal and state Family Educational Rights and Privacy laws, school officials shall not solicit private information or explanations from students about their personal religious affiliations, beliefs, or practices, without first obtaining proper parental consent.

11 RELIGIOUS MUSIC

11.1 Religious music in schools: Seasonally appropriate and sacred religious music may be performed in schools, if presented in a balanced, prudent, and objective manner.

11.1.1 Music should be selected on the basis of its musical quality and educational value rather than its religious content.

11.1.2 Music performances must achieve secular educational objectives, and be presented in a balanced manner within the context of the approved curriculum.

11.1.3 Teachers should use good judgment and be especially sensitive to the feelings of students who might wish not to participate for religious reasons, and should explore all reasonable alternatives in resolving a student's objection before offering or granting a waiver of participation.

11.2 Performances at religious services: No school employee or student may be required to attend or participate in any religious service, whether in an individual capacity or as a member of a performing group, regardless of where or when the service is held. No penalty may be assessed for failure to attend or perform in such an activity.

11.2.1 Students may voluntarily attend and perform during a religious service as individuals or as members of a group, provided all arrangements are made by students or non-school adults.

11.3 Performances in church-owned facilities: Unless granted an appropriate waiver, students who are members of performing groups such as school choirs may be required to rehearse or otherwise perform in a church-owned or operated facility if the following conditions are met:

11.3.1 The performance is not part of a religious service;

11.3.2 The activity of which the performance is a part is neither intended to further a religious objective nor under the direction of a church official; and

11.3.3 The activity is open to the general public.

11.4 Visits to church-owned facilities: Unless granted an appropriate waiver, students may be required to visit church-owned facilities when religious services are not being conducted if the visit is intended solely for the purpose of pursuing permissible educational objective such as those relating to art, music, architecture or history.

12 RELIGIOUS HOLIDAYS

12.1 Religious and civic holiday such as Easter, Passover, Rosh Hashanah, Yom Kippur, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and Ramadan, offer opportunities to

teach about a variety of religious traditions and beliefs of conscience during the school year.

- 12.2 Activities and discussions related to cultural holidays such as Valentine’s Day, St. Patrick’s Day, and Halloween should be academic in nature. Because these holidays may be viewed by some parents as having religious connotations, requests for excusal in school activities associated with these holidays should be routinely granted.
- 12.3 **Parties:** Class parties associated with seasonal holidays are appropriate insofar as they are consistent with the approved curriculum. However, consistent with the School’s goal of maximizing instructional time, such parties must not unduly interfere with regular academic activities.
- 12.4 **Teaching about holidays:** The significance of holidays, whether religious or secular, may be explained or discussed in an objective manner as part of regular classroom instruction or as questions from students arise, so as to promote a better understanding among all students.

13 RELIGIOUS SYMBOLS

- 13.1 **During holidays:** The display of religious symbols that are part of religious holidays is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural heritage of the holiday, and are temporary in nature. Such holidays include, but are not limited to: Christmas, Kwanzaa, Hanukkah, Ramadan, Easter, Passover, Valentine’s Day, St. Patrick’s Day, Thanksgiving, and Halloween.
- 13.2 **Diversity of symbols:** If any religious symbol is to be part of a display, the school will allow for other religious, cultural or ethnic symbols.

14 WAIVERS OF PARTICIPATION

- 14.1 **Rights of individuals:** While the School acknowledges its obligation to be sensitive and fair toward the personal rights and beliefs of all individuals, merely exposing students to ideas that may offend the religion does not amount to a substantial burden on their religious exercise. Furthermore, it is unconstitutional to allow one person’s or one group’s religion to determine the curriculum for all others. Consequently, it is School policy to accommodate the legitimate objections of individuals by granting waivers of participation when requested or when no other reasonable alternative is possible.
- 14.2 A parent, a legal guardian of a student may request a waiver of participation in any portion of the curriculum or school activity which the requesting party believes to be an infringement upon a right of conscience or the exercise of religious freedom in any of the following ways:
- 14.2.1 It would require participation in a practice that would be offensive to or substantially burdensome on a religion;

- 14.2.2 It would require participation in a practice forbidden by a religious belief or practice, or right of conscience; or
 - 14.2.3 It would bar participation in a practice required by a religious belief or practice, or right of conscience.
- 14.3 A claimed infringement must rise to a level of belief that the school requirement violates a superior duty which is more than personal preference.
- 14.4 A parent, guardian, or secondary student requesting a waiver of participation may also suggest an alternative to the school requirement or activity that requires reasonably equivalent performance by the student.
- 14.5 In responding to a request for a waiver, the school may:
- 14.5.1 Waive participation by the student in the objectionable curriculum or activity, with no penalty;
 - 14.5.2 Provide a reasonable alternative as suggested by the parent or secondary student, or other reasonable alternative developed in consultation with the requesting party, that will achieve the objectives of the portion of the curriculum or activity for which waiver is sought; or
 - 14.5.3 Deny the request.
- 14.6 A request for waiver shall not be denied unless school officials determine that requiring the participation of the student is the least restrictive means necessary to achieve a compelling school interest.
- 14.7 In responding to a request for waiver, the school shall not require a student to accept a substandard or educationally deficient alternative.
- 14.8 If any portion of any curriculum or activity is repeatedly alleged to interfere with the rights of conscience or exercise of religious freedom of students, parents or legal guardians, such curriculum or activity shall be evaluated by the school and School Curriculum Department to determine whether the educational objectives could be achieved by less intrusive means.

15 RELEASED TIME FOR RELIGIOUS INSTRUCTION

- 15.1 **General rule:** Soldier Hollow Charter School may permit the release of students during school hours for attendance at religious classes taught by religious teachers on private property, but not on public school premises.
- 15.2 Religious classes shall not be held in school buildings or on school property in any way that permits public money or property to be applied to, or that requires public employees to become entangled with, any religious worship, exercise, or instruction.

- 15.3 Students shall attend released-time classes during the school day only upon the written request and permission of the student's parent or legal guardian.
- 15.4 Because public schools have a legitimate interest in knowing where their students are during school hours, released-time personnel may transmit regular attendance reports to the public school. However, school personnel may not become entangled with released-time programs by gathering or compiling attendance reports from released-time programs.
- 15.5 Teachers of released-time classes are not to be considered members of the school faculty or too participate as faculty members in any school function.
- 15.6 Schedules of classes shall not include released-time classes. At the convenience of the school, registration forms may contain a space indicating "released-time" designation. Scheduling shall be done on forms and supplies furnished by the religious institution and by personnel employed or engaged by the institution and shall occur off school premises.
- 15.7 Teachers, administrators, or other officials shall not request teachers of released-time classes to exercise functions or assume responsibilities for the public school program which would result in a commingling of the activities of the two institutions.
- 15.8 School equipment or personnel shall not be used in any manner to assist in the conduct of released-time classes. No connection of bells, telephones, or other devices shall be made between public school buildings and institutions offering religious instruction except as a convenience to the public school in the operation of its own program. When any connection of devices is permitted, the pro-rata costs shall be borne by the respective institutions.
- 15.9 Institutions offering religious instruction shall be regarded as private schools completely separate and apart from Soldier Hollow Charter School.

04-102—Parent and Family Engagement Policy

Soldier Hollow Charter School regards parental involvement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success.

Soldier Hollow Charter School will involve parents in the development of its academic plans.

- The school will invite parents from to participate in the development of the school plan for at-risk students. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.
- Parents will review information, attend scheduled meetings and give input into the development of the plan.
- The Board will give final approval of the plan.

Soldier Hollow Charter School will involve parents in the process of school review and improvement.

- Share overall achievement data with parents.
- Invite input from parents regarding school academic goals.
- Discuss scientifically-based research instructional practices.
- Give direction in securing research-based curriculum materials that align with goals.

Soldier Hollow Charter School will provide coordination and technical assistance to promote quality parental involvement activities.

- School leadership will include parental involvement discussions to maximize coordination and effective use of resources.
- Provide annual training to school administrators and teachers on effective parent involvement strategies..

Soldier Hollow Charter School will coordinate parental involvement strategies with other programs.

- Representatives from other programs will be encouraged to cosponsor the annual parent involvement seminar with Title I.
- Faculty and staff who have responsibility for overseeing parental involvement activities will meet to discuss plans and coordinate efforts.

Soldier Hollow Charter School will conduct an annual parental involvement evaluation.

- School Community Council (Land Trust) will be asked to provide feedback on the quality of involvement opportunities and provide input on how the school might improve support for parental involvement.
- Parents will be encouraged to complete a survey that will elicit feedback on current activities and request input for future efforts.
- The school will provide a summary of the parental survey with its plans to address identified needs and recommendations.

Soldier Hollow Charter School will involve parents in a variety of school activities.

- The director will report annually on parental involvement in at-risk and other programs.

- In the annual training for administrators and teachers, the school will share identified successful parental involvement activities with volunteer committees.
- The Director will annually report to the board how used Title I funds were used to support effective parent involvement strategies.

04-103—Title I Compact

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let him /her see me read regularly.
- Encourage positive attitudes toward school.
- Volunteer in my child's classroom as appropriate.
- Review information and work sent home and respond as necessary.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES

It is important that my student achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
- Schedule annual parent-teacher conferences for parents of children to attend.
- Provide reasonable parent access to staff members.
- Provide a variety of opportunities for parents to volunteer in their child's classroom.
- If needed and reasonable, provide parents opportunities to observe classroom activities.

04-104—Fundraising

1. PURPOSE

SHCS benefits and relies on various forms of fundraising, donations, gifts and sponsorships. All fundraising activities engaged in, and gifts, donations, or sponsorships received by SHCS and its auxiliary organizations will remain in harmony with the standards and values of the school, as well as in compliance with state and federal law. In an effort to minimize ongoing fundraising efforts within the school, all fundraisers must be approved by the SHCS Board of Trustees. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

2. GENERAL GUIDELINES

2.1 General Fund-Raising Guidelines

2.1.1 Students shall not be assigned to or be held responsible for the collection of funds except for student activities under the supervision of an educator or school employee.

2.1.2 Participation in any and all fund-raising activities should be strictly voluntary; no student or school employee shall be coerced into such activities.

2.1.3 Contributions on the part of students, school employees, parents or other patrons should likewise be voluntary, without coercion, and without peer or group pressure.

2.1.4 In no instance shall participation in, or support for, a fund-raising project be used to determine a student's grade or his or her eligibility for participation in school-related programs or activities.

2.1.5 All fund-raising shall be for predetermined purposes and spent only for those purposes.

2.1.6 Funds must be receipted and expended through school accounts in accordance with standard accounting procedures. School parent organization (i.e. PTA, PTO) fund-raising activities are subject to accounting procedures established by that organization.

2.1.7. Soldier Hollow Charter School shall ensure that revenues raised from school sponsored activities and funds expended from the proceeds are considered public funds consistent with R277-113-1G.

2.1.8. Schools shall maintain adequate records to ensure that funds collected from or during school sponsored activities and expenditures made in support of those

activities are in compliance with the Cash Handling and Purchasing policies as required by R277-113-5.

2.1.9. Fundraising shall equitably benefit boys and girls as required by Title IX.

2.2 School Fund-Raising

2.2.1 The Board shall allow fund-raising to raise funds for identified school projects. A specific school project must be identified prior to raising funds to qualify for tax-exempt status under Utah and IRS statutes and regulations.

2.2.2 A school's parent organization (i.e. PTA, PTO), consultation with the school's principal, may sponsor a fundraiser if necessary to support that organization's programs.

2.2.3 Students will not be involved in door-to-door soliciting of any kind outside of the solicitation of their own family members and friends.

2.2.4 Prizes or other incentives intended to encourage increased sales must be approved as part of the fund raising application.

2.4 Fund-Raising for Charitable Purposes

2.4.1 Charitable fund drives, which propose to collect money or goods where such activities will have significant educational or humanitarian value, must be approved by the school's principal and have the support of the school's parent organizations and the school's community council.

2.4.2 Care should be taken during charitable activities so that the instructional process is not disrupted, and students should not be allowed to miss school as a result of their involvement in such activities.

3. COMMERCIALISM

3.1 Advertising

3.1.1 The acceptance of advertising by the school is not to be construed as an endorsement of the advertiser's organization, product, or services.

3.1.2 The utilization of funds, materials, equipment, programs, or other contributions that carry with them any advertising or commercial logos does not constitute an endorsement of the organization, product, or service by the Board or the school.

3.1.3 The Board and the District do not make any representations or warranties regarding, and are not responsible for, any organization, product, or service appearing in any advertisement in, on, or around school property.

3.1.4 Funds, materials, equipment, and programs that are made available to the schools by individuals or organizations must not be allowed to replace or intrude adversely upon adopted curriculum, infringe upon instructional time, or pose a burden or place undue pressure upon students, parents, or school employees at work, in the community, or at home.

3.1.5 Organizations may donate products that carry the organization's name and/or logo such as soft drinks, food items, cups, T-shirts, and hats for school activities and fund-raising events provided there are no obligations or added costs for students, patrons, or school employees.

3.1.6 Advertising in athletic programs, posters, and calendars, and in school newspapers, yearbooks, literary magazines, programs for special activities, and similar publications is permitted upon approval by the principal and provided such advertisements meet community standards.

3.1.7 Partisan advertising, and advertising for products that are prohibited by law for sale or use by minors such as alcohol, tobacco or other substances that are known to endanger the health and well-being of students, are prohibited.

3.1.8 Each school should establish guidelines for advertising within the school in accordance with Board policy and subject to final approval by the principal.

3.2 Permission Required to Circulate Advertisements

3.2.1 To avoid disruption of students' instructional activities, schools shall not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, or newspapers nor shall such items be placed on vehicles parked on school grounds.

3.2.2 Principals may permit the school distribution of fliers, bulletins, or newspapers within formation regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, Campfire Girls, 4-H Clubs, county and municipal programs, and little league-type recreation programs.

3.3 Employees as Agents

3.3.1 Employees, including teachers and administrators, shall not act as agents for commercial organizations during school hours.

3.3.2 Employees are not permitted to accept personal payment or gratuity in any form from a commercial supplier as a precondition for purchase of a product by the school.

3.3.3 An employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment. Any such employee shall use his or her diligent best efforts to communicate to all third parties

involved in the activity that the employee's participation in such activity is not on behalf of the school and is not in furtherance of the employee's employment duties.

3.4 Sales Representatives and Agents

3.4.1 It is not appropriate for schools to be the forum for sales agents to make sales. Principals may authorize a sales appointment for educational purposes at their discretion.

3.4.2 Sales materials are not to be distributed to individual employees in their distribution boxes nor at their classrooms/offices without the approval of the school principal.

4. CLASS FUNDRAISING

4.1 Monies raised by classes should either be placed immediately in the general fund of the school to be ear-marked and used solely for the designated purpose intended.

4.2 Monies set aside for a class trips not used within one year will be ear-marked for the following years trip.

4.3 The use of class trip money or other student organization gift money for improvement of a building or a ground must be approved by the Superintendent and School Board prior to its acceptance by the District

5. MANAGEMENT OF FUNDS

5.1 Accounting procedures as established by the Cash Handling Policy shall be followed by all schools, clubs, and other organizations.

5.2 The principal of the school or his designated representative shall be responsible for carrying out the Administrative Rules and Regulations pertaining to the handling of and accounting for student funds.

5.3 The office shall maintain a continuing audit of these funds.

Request to Conduct a Fundraising Drive Form

Soldier Hollow Charter School

Name of Organization: _____

Name of Teacher/Advisor Requesting Permission: _____

Purpose of Raising Funds (be specific): _____

Product or service to be sold: _____

Price of product or service: _____

Start Date: _____ End Date: _____

Answer the following questions yes or no and explain further if necessary:

Can the unsold merchandise be returned? __Yes __ No

Will you pre-sell your product before ordering? __Yes __ No

Have the students been asked not to solicit door-to-door conducting the fund drive?
__Yes __ No

Administration Signature for Approval

Date

04-105—Disposal of Textbooks

Prior to the disposal of textbooks, Soldier Hollow Charter School shall:

- Notify LEAs of available textbooks and timelines for disposal of textbooks.
- Provide procedures for negotiating the exchange of the textbooks.

04-106—Firearm Safety in School

Consistent with R277-611, Soldier Hollow Charter School's administration may allow volunteers to instruct students or community members in firearm safety, with prior notice to the board and parents and students. If such instruction is allowed, administration shall implement procedures consistent with R277-611 to ensure that materials and instructors are approved in advance consistent with rule.

05—Human Resources

05-101—Hiring Policy

Job openings at the Soldier Hollow Charter School will be in three different categories:

1. Administration
2. Licensed teachers
3. Support staff

Administration-

- Openings are posted in as wide a range as is practical. And will be posted for a minimum of three days.
- A screening committee including Board members, staff, and parents should be assembled by invitation of the board.
- All applications are reviewed and qualified candidates are scheduled for interviews.
- Interviews are conducted by the screening committee.
- A minimum of two candidates are invited for a follow-up interview with the board.
- Hiring by the board- Salary is negotiable

Licensed teachers-

- Openings are posted in as wide a range as is practical and will be posted for a minimum of three days.
- The administration should screen candidates with a preference given to charter-specific experience and eligibility for a Utah teaching license is a requirement.
- Interviews are conducted by a team including Administration, teachers and parents.
- A minimum of two candidates should be selected from the screening process and be interviewed by administrator and scheduled for a follow-up interview.
- A minimum of two candidates should be invited to for a follow-up interview with the administration and others invited.
- Hiring decision by the administration within a week of the interviews and candidates will be notified of the decision. If candidates are unsatisfactory and determined not to meet the needs of the school, the position will remain open until filled.
- Salary based on established schedule.

Support staff- all hourly positions

- Openings posted internally and within the community for a minimum of three days.
- The administration should screen candidates with a preference given to charter-specific experience and a willingness to pursue training and licensure.

- Interviews conducted by the administration and supervising teacher with one additional teacher invited.
- One or two candidates should be invited for a follow-up interview.
- Hiring decision is made by the administration.
- Salary is based on education and experience.

General:

- For support staff and licensed teachers the administration may consider and make in-school transfers before opening the position.
- All hiring must be within the school's approved budget, except in cases where a law or rule requires the new position (i.e. mandated special education services).
- All applicants must comply with the Background Check Policy prior to beginning employment

05-102—Volunteers

Soldier Hollow Charter School recognizes that volunteers are a vital part of the success of our charter school. Volunteers are welcome and encouraged in all aspects of school operation to ensure that parents and the larger school community are connected to the school and to reduce the cost of labor at the school.

Volunteers shall sign an agreement that authorizes them to work at the school. That agreement shall include:

- A description of potential work
- Authorization for the school to perform a criminal background check (required for all volunteers that have significant unsupervised access to students)
- A statement of confidentiality requirements

School administration shall ensure that these agreements are kept on file for each volunteer, and shall ensure that a list of authorized volunteers is kept at the school at all times. Administration shall ensure that all volunteers who perform work on behalf of the school are properly authorized.

Volunteer Scope of Work and Confidentiality and Property Acknowledgement

SOLDIER HOLLOW CHARTER SCHOOL recognizes that volunteers are a vital part of the success of our charter school. This Scope of Work and Confidentiality Acknowledgement outlines the work expectations and responsibilities for school volunteers, and explains the legal requirement of student confidentiality and the use of school property. Student records, employee records, SOLDIER HOLLOW CHARTER SCHOOL proprietary information and work products, as well as certain other information and property are protected by law and school policy.

The below named "Volunteer" is authorized to perform work on behalf of the school, including work with the Parent Organization. That work may include:

- Assisting teachers in classrooms
- Basic filing and routine office work
- Supervision of students at lunch and/or recess
- Assembling and moving equipment and furniture and supplies
- Assistance at school events
- Contacting SOLDIER HOLLOW CHARTER SCHOOL employees, families, and vendors about school events, policies, and other information
- Receiving cash donations or payments for fundraising sale items
- Assisting in the school library under the direction of the library staff
- Marketing activities
- Technology, internet, or network activities
- Data management or access
- Other tasks as requested by teachers or school administration.

The below named "Volunteer" acknowledges that he or she understands that he or she may have access to or become aware of confidential information that is protected by law. Volunteer agrees that he or she will not disclose: any trade secrets, enrollment lists, drawings, designs, information regarding product development, marketing plans, sales plans, manufacturing plans, operating policies or manuals, business plans, financial records, or other financial, commercial, business, or any other information relating to SOLDIER HOLLOW CHARTER SCHOOL or SOLDIER HOLLOW CHARTER SCHOOL's parties, including students, parents, employees, and contractors, collectively referred to as Confidential Information, to any third party. Volunteer may have the use and control of SOLDIER HOLLOW CHARTER SCHOOL property, including supplies, equipment, records, use of the school facility, intellectual property, passwords, data, and any other SOLDIER HOLLOW CHARTER SCHOOL property, tangible or intangible. Volunteer agrees to surrender any and all school property upon SOLDIER HOLLOW CHARTER SCHOOL's written or verbal request. Volunteer also consents to a criminal background check to be performed by the school, and will provide the following information to facilitate the process. SOLDIER HOLLOW CHARTER SCHOOL will keep confidential all personal information obtained for this purpose.

Last Name

First Name

Middle Name

Signature: _____ Date _____

05-103—Policy for Observations and Support from Non-Contracted Individuals

This policy provides guidelines and rules related to observation and support on campus or during school hours by non-contracted individuals. In establishing this policy, Soldier Hollow Charter School (SHCS) follows the Elementary and Secondary Education Act (ESEA), currently reauthorized as the Every Student Succeeds Act (ESSA) that guarantees to the parents of a student reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities (sec. 1116).

Guidelines

Under this policy, SHCS allows parents and guardians the following:

- Meaningful communication between teachers and parents on an ongoing basis;
- Parent-teacher conferences, at least annually, during which an individual’s child’s achievement is discussed;
- Other regular reports to parents on their children’s progress;
- Reasonable access to staff;
- Opportunities for the parents of a student to volunteer and participate after completing the required Volunteer Packet

Limitations

Under this policy, SHCS does not allow the following individuals or groups to observe, support, or provide services during school hours or on campus:

- Individuals who are not employed at SHCS
- Individuals who have not completed required Volunteer Packet and background check
- Third-party contractors with an existing Memorandum of Understanding (MOU) with SHCS to visit, observe, or have access to information and students other than to complete their contracted service at the school;
- Third-party contractors without an existing MOU with SHCS to visit, observe, or have access to information and students, even when a parent of a student requests or gives permission for such access or observation;
- Non-contracted individuals to visit, observe, or have access to information and students, even when a parent of a student requests or gives permission for such access or observation.

Allowances

Under this policy, SHCS’s Administration may grant permission to the following individuals or groups to observe, support, provide services, or volunteer during school hours or on campus:

- Teachers, staff, or candidates working on certifications and licensure who work with SHCS through a college, university, or other educational institution to make formal arrangements for student teaching, mentoring, or similar observation and support;
- Board members who are responsible for governance, oversight, and fidelity at SHCS;
- Individuals or groups affiliated with reputable, accredited institutions of higher education or similar institutions in the interest of educational research;

Considerations

At the request of parents or guardians, and in the interest of individual student growth, SHCS's Administration is willing to consider an adjusted school schedule to meet a student's demonstrated needs.

Visitors

SHCS's Administration allows visitors with legitimate purposes at the school, those on a tour of the school through a scheduled School Tour, Open House, or other event, or those providing maintenance or repair, inspections, etc. All visitors to the school must follow visitor protocols.

05-104—Employee Leave

See Employee Handbook for information on Employee Leave.

05-105—Substitute Teachers

Soldier Hollow Charter School shall comply with R277-508 governing the employment of substitute teachers. Administration shall develop procedures to ensure:

- A substitute teacher may not serve in a teaching position for more than eight consecutive weeks in one academic year in either the same class or with the same group of students. Individuals serving in the same teaching position for longer than eight weeks shall hold an appropriate license or be replaced by a person with an appropriate license.
- Complies with Hiring Priorities of R277-508(4)
- Ensure that substitute teacher's license has not been revoked and has completed a criminal background check
- That teachers shall regularly have lesson plans available for substitute teachers in case of unforeseen absence
- That instructional classified employees may serve as substitutes within the school as needed

If Administration determines it is more efficient or appropriate to engage substitute teacher services through a third party contractor, procedures under R277-508(5)(A-C) shall be followed as if the substitute were Soldier Hollow Charter School's employee.

05-106—Gifts and Conflicts of Interest

The School and its employees have a duty to avoid real, perceived or potential conflicts of interest. A conflict of interest is defined as an event or transaction where an employee is in a position to influence a decision or have business dealings on behalf of the School that might result in personal gain for the employee, one of his/her relatives. Examples of conflict of interest include, but are not limited to, accepting gifts of any value associated with procurement or other business dealings, requesting or granting favors, conducting undisclosed or undeclared business for personal gain. A conflict of interest for personal gain can result from situations where you or a relative receives a bribe, gift, special consideration or kick-back as a result of a transaction involving the School.

School employees may not transact undisclosed business when a conflict of interest is present. Failure of an employee to declare a conflict of interest in writing to the School Director, business office and/or the Governing Board prior to business dealings where a conflict of interest is present may be subject to disciplinary action, up to and including termination of employment and may be subject to criminal prosecution. All School employees shall follow applicable laws or administrative rules associated with conflicts of interest.

Gifts from students or parents: Teachers or other staff may not solicit, but may accept minor gifts from students or parents that are given without expectation of or in return for special treatment or privileges for the parent or student.

05-107—Employee Discipline

Soldier Hollow Charter School will attempt to deal constructively with employee performance problems and employee errors. The Director or designee will determine the disciplinary process in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination of employment. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. The school shall not use a guaranteed formal process for employee discipline and management and employees shall have no expectation of any particular disciplinary action or series of actions.

05-108—Employee Travel

See Employee Handbook for information on Employee Travel.

05-109—Employee Drug and Alcohol Policy

Soldier Hollow Charter School shall maintain a drug-free workplace to establish, promote and maintain a safe and nurturing learning environment for students, staff, the board and volunteers. It is a violation of this policy for any employee, board member, critical contracted service provider, or volunteer to engage in the unlawful manufacture, dispensation, distribution, possession or use of a controlled substance on personal time, at the School, or on School events or activities, including being under the influence or impaired at the School, while engaging in School business on or off campus, or in any manner that violates state or federal drug statutes.

Unauthorized use or possession of alcohol at the School, including being under the influence or impaired by alcohol at the School, or while engaged in School events or business, either on or off campus is prohibited.

Employees using or possessing alcohol or illegal drugs on school property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including immediate termination of employment.

All employees, board members, volunteers, critical contracted service providers and final candidates for highly sensitive positions are subject to drug and alcohol testing for illegal drugs or for establishing impairment and/or the use of alcohol while at work or at or on School events, meetings or activities. All persons may be subject to one or more of the following tests at any time:

- Reasonable Suspicion drug and/or alcohol testing.
- Post-Accident or Critical Incident drug and/or alcohol testing.
- Pre-Employment drug and/or alcohol testing applies to final candidates for highly sensitive positions, including all student transportation positions.
- Random drug and/or alcohol testing applies to employees in highly sensitive positions, including all student transportation positions.
- Return-to-Duty drug and/or alcohol testing for persons who have completed a treatment, counseling or education program.
- Follow-Up drug and/or alcohol testing is conducted on an unannounced basis and applies to any person who has previously failed a test for drugs and/or alcohol.

A drug and/or alcohol test may be administered (by a contracted Medical Review Officer (MRO) service provider) to employees, board members, volunteers, critical contracted service providers and final candidates for highly sensitive positions, including all student transportation positions once the applicant has received a conditional offer of employment.

A drug and/or alcohol test may be administered to a person when a supervisor or the principal/director concludes that it is more likely than not the person has engaged in conduct that violates this policy, establishing Reasonable Suspicion of drug and/or alcohol use. This may be

based on direct observation and/or the presence of physical symptoms, a pattern of abnormal or erratic behavior a tip from a reliable and credible source or sources regarding a person's violation of this policy or that a person may have tampered with a previous drug and/or alcohol test.

The School may place employees tested under this policy on paid or unpaid administrative leave pending the results and review of the drug and/or alcohol test. Board members and volunteers may be temporarily relieved from service during testing periods.

05-110—Employee Computer Use

See Employee Handbook for information on Employee Computer Use Policy.

05-111—Harassment Prevention

Soldier Hollow Charter School will maintain a work environment that nourishes respect for the dignity of each individual and affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of the School that sexual harassment of employees or an applicant, by you or agents of the School, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as the basis of employment decisions; and
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. The School further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, the School has devised two procedures to process a sexual harassment complaint.

1. Any employee who believes he or she has been the subject of harassment should report the alleged act(s) promptly (within two working days) the school Director or Principal or designee, giving details as related to the complaint.
2. Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
3. Following the investigation of the complaint, the school Director, Principal or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and / or suspension, and / or discharge. If the offender is a supervisor he / she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

Administration shall develop procedures for handling cases of actual or alleged harassment, and include this policy and any related procedures and expectations in an Employee Handbook.

05-112—Compensation schedules

See approved steps and lanes schedule.

05-113—Employee Dress Standard

The School has a professional dress environment. Employees are expected to use good judgment and taste and to show courtesy to their co-workers, students and associates by dressing in a fashion that is presentable, modest, and appropriate. Employees found in violation of the Employee Dress Code shall be subject to disciplinary action. *The following attire is unacceptable at all times:*

- Sweatshirts, sweatpants, warm-up suits (with exceptions in the case of P.E.)
- Skirts more than 2" above the knee
- Tight or revealing clothing including bare midriffs, low-cut shirts, low-rise pants
- Generally (commonly) offensive clothing or attire, including words, graphics or other representations
- Excessive cologne or perfume

Employees are to dress in appropriate business attire for meetings with parents, students or vendors at School's campus or other locations.

05-114—At-will Employment Policy

Soldier Hollow Charter School does not offer tenured or guaranteed employment. The school employee/employer relationship is an at-will relationship and can be terminated by either party at any time, with or without cause, and with or without notice, including after any evaluation period. Any handbooks, manuals, policies and procedures (including this handbook) maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended, deviated from or abolished at the sole discretion of the school at any time. Nothing in the policies of the school or any other School document or statement will be considered as creating continued or guaranteed employment or benefits. The school's policies are subject to change or amendment.

05-115—Employee Social Networking

In general, the School respects an employee's decision to use social networking, for example Facebook, Linked-In, MySpace, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! mail and the like (Social Networking or Social Media) on personal time. Personal use of social media should be reserved for break times and meal periods.

Participating in social media provides public access by all members of the school family, including co-workers, School Administration, staff and families within the School community. Moreover, by utilizing social media via the School's electronic assets of technology, computers or internet access, employees are providing the School with access to their social media and therefore agree that an employee's actions to access social media from the School's electronic assets of technology, computers or internet access constitutes the employee's understanding that the employee has no expectation in privacy in the social media and consents that the School may access the employee's social media at the School's discretion and the School may review materials that may be resident on the social media, including passwords, text messages, tweets, email communications, other documents and pictures that are sent to employees or reviewed by employees on the social media.

Employees must exercise care to ensure that they are not viewed as representatives of the School and that they do not imply that they are speaking on behalf of the School. To the extent employees are posting comments to social media outside the scope of their employment responsibilities, including an on-line forum, such as a blog, employees may not include any client or School trade secret or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of the School. Employees should refrain from posting derogatory information about the School or the School Community on any such sites and proceed with any grievances or complaints through the regular channels.

Soldier Hollow Charter School recognizes that participation in some forums or social networks might be important to the performance of an employee's job. For instance, an employee might find a helpful idea for academic lessons by consulting members of a news group devoted to education. Employees may not post to any on-line forums using any official School e-mail address or providing any School telephone number or extension. Employees may not utilize any of the School's logos, drawings, trademarks, copyrights or other images or photographs of the School or typically associated with the School in conjunction with such activities. Employee participation in such forums is a personal choice of the individual and all commentaries are authored by the individual and are not official statements of the School. Commentary made by employees on such forums must always reflect positively on the School.

Employees who maintain a presence on social media sites or services can be disciplined by the School, up to and including termination of employment if their social networking activities interfere with their ability to fulfill their role as an educator having care or custody over children, including being a role model to youth. While the School does not seek to prohibit an individual from expressing their beliefs or opinions, or to interfere with an employee's personal life, a career choice as a role model with care or custody over children warrants a level of personal propriety and decency that if compromised publicly, may result in disciplinary action up to and including termination of employment with the School.

Employees of the School who participate in social networking personally may not "Friend" (or "friend" equivalent) students or former students who are minors. Employees, including teachers may not allow students to access their personal social network or social media profile, information or site. With the express written permission by the school Director or Principal, purposeful, professional, (exclusively educational) Educational Social Networking (ESN) sites or profiles may be established by *Teachers* for the use of students and school Administrators. Other School employees are not authorized to create ESN social media sites or profiles. Teachers shall only allow students to access ESN sites if the site is completely professional and only contains appropriate information for instructional purposes. Teachers shall "Friend" (or Friend equivalent) the school Director or Principal (and assigns) and/or Board members (Admin) and any other person in the School community desiring access and may not "Unfriend" (or Unfriend equivalent) Admin while they are employed at the School and the ESN site remains active. Teachers shall not disclose anyone's personal information, discuss or post photos of students, colleagues, Administration or the Board on social networking sites without the direct written permission of parents or legal guardians AND the school Director or Principal.

05-116—Employment of Relatives

Employment of relatives is not prohibited by the School, provided that the following conditions are met:

1. the applicant is qualified for the position
2. the position was advertised publicly and filled following standard hiring procedures,
3. the employee and relative will not be in a direct reporting relationship with one another
4. the personal relationship will not adversely affect the workflow or processes of the school.

The School shall supervise and manage all employees in the best interest of the School, regardless of family relationships, up to and including termination of employment. Employees who are relatives of employees who resign or for whom employment is terminated shall not be discriminated against for the independent actions of their relatives who are former employees of the School. All employees, regardless of familial relationships, are expected to act in a professional manner in accordance with school policies.

05-117—Employee Criminal Background Check Policy

The school shall:

- (a) require the following individuals to submit to a nationwide criminal background check and ongoing monitoring as a condition for employment or appointment:
 - (i) a non-licensed employee;
 - (ii) a contract employee;
 - (iii) a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment; and
 - (iv) a charter school governing board member;
- (b) collect the following from an individual required to submit to a background check under Subsection [\(1\)\(a\)](#):
 - (i) personal identifying information;
 - (ii) subject to this policy, a fee; and
 - (iii) consent for:
 - (A) an initial fingerprint-based background check by the FBI and the bureau upon submission of the application; and
 - (B) retention of personal identifying information for ongoing monitoring through registration with the systems described in Section 53G-11-404;

- (c) submit the individual's personal identifying information to the bureau for:
 - (i) an initial fingerprint-based background check by the FBI and the bureau; and
 - (ii) ongoing monitoring through registration with the systems described in 53G-11-404 if the results of the initial background check do not contain disqualifying criminal history information as determined by the LEA or qualifying private school in accordance with Section 53G-11-405; and
- (d) identify the appropriate privacy risk mitigation strategy that will be used to ensure that the school only receives notifications for individuals with whom the school maintains an authorizing relationship.

05-118—E-Verify

Soldier Hollow Charter School shall verify that all employees are eligible for work in the United States through the E-Verify System.

05-119—Whistleblower Policy

General

Soldier Hollow Charter School's Code of Conduct ("Code") required directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Soldier Hollow Charter School, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Soldier Hollow Charter School prior to seeking resolution outside Soldier Hollow Charter School.

Reporting Violations

The Code addresses Soldier Hollow Charter School's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching.

Supervisors and managers are required to report suspected violations of the Code of Conduct to Soldier Hollow Charter School's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Soldier Hollow Charter School's open door policy, individuals should contact Soldier Hollow Charter School's Compliance Officer directly.

Compliance Officer

Soldier Hollow Charter School's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. Soldier Hollow Charter School's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

05-120—Educational Services Outside of Educator's Regular Employment

Soldier Hollow Charter School's administration shall develop procedures for the sponsorship or specific non-sponsorship of extracurricular activities or opportunities for students consistent with the provisions of R277-107. Administration shall ensure that employees who participate in privately-provided activities at the school shall do so within the bounds of rule and law.

05-121—Employee Reporting of Arrests

Administration shall develop procedures, and shall include communication of such procedures in an Employee Handbook, requiring employees to report to Administration notice that any employee

has been arrested, cited, or charged within two days of the event of any arrest, citation, or charge for whatever reason (other than minor traffic citations). The procedures shall comply with R277-516-5.

After receiving such notification, Administration shall take appropriate action according to R277-516, school policy, and school employment and discipline procedures.

05-122—Educator and Employee Evaluation Policy

Administration shall develop procedures, and shall include communication of such procedures in an Employee Handbook, regarding educator and other employee evaluations. The procedures shall ensure that:

- 1) Educators and all employees are evaluated at least annually
- 2) Evaluations are based on measurable data focused on outcomes
- 3) Outcomes and data are known to employees prior to beginning work and each evaluation period
- 4) Outcomes are consistent with the goals in the school's charter and that the board may adopt from time to time
- 5) Educator evaluations shall support teachers in the development of Effective Teaching Standards and support administrators in the development of Educational Leadership Standards, consistent with R277-530.

06—Instruction

06-101—Standardized Test Administration Policy

1. PURPOSE & PHILOSOPHY

To ensure that student progress is accurately measured through standardized achievement tests, the Board of Trustees recognizes the school's responsibility to implement standardized testing procedures in accordance with state and federal laws. Information from such student standardized testing may be used by the school and teachers as an additional tool to plan, measure, and evaluate the effectiveness of the educational program.

2. GUIDELINES AND PROCEDURES

It shall be the responsibility of the School Director to establish specific guidelines and procedures which personnel shall follow when administering standardized student tests, in accordance with state and federal laws.

2.1 It is the responsibility of all educators to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, or basic skills of each individual student taking standardized tests.

2.2 All teachers and administrators shall be provided in-service training concerning these guidelines and procedures; including teacher responsibility for test security and proper professional practices each school year.

2.3 The school shall administer mandated tests in compliance with established school and USOE calendars.

3. SECURITY

It shall be the responsibility of the school director to oversee the security of all testing materials while at the school.

3.1 All test booklets, administration manuals, and answer sheets shall be secured before and after the test administration.

3.2 No copies of test booklets or answer sheets shall be made.

3.3 All test materials shall be secure in a central location before and after the testing window. Access to the secured materials shall be restricted to authorized personnel.

3.4 The confidentiality of tests, testing materials, and answer sheets shall be maintained by all school personnel.

4. STANDARDIZED TESTING PROTOCOL

School personnel shall conduct test preparation, test administration, and the return of all secure test materials in strict accordance with this policy, administrative procedure, Utah Board of Education rules, and state application of federal requirements for funding.

4.1 All standardized tests shall be conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise.

4.2 School personnel shall not:

4.2.1 provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to administration;

4.2.2 copy, print, or make any facsimile of testing material prior to test administration without express permission of the specific test publisher, including the Utah State Office of Education (USOE);

4.2.3 alter, change or amend any student answer sheet or other standardized test materials at any time in such a way as to alter the student's intended response;

4.2.4 use any prior form of any standardized test in test preparation without express permission of the test publisher, including USOE;

4.2.5 violate any specific test administration procedure or guidelines specified in the test administration manual;

4.2.6 knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores of any individual student, class, or school.

4.3.6 provide a nonacademic reward to a student for taking a state-mandated assessment

5. ASSESSMENT RESULTS

5.1 Results of an individual student's standardized tests shall be shared with the student and parent/guardian.

5.2 A teacher may use a student's score on the standards assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course.

6. STUDENTS WITH DISABILITIES

All students with disabilities shall participate in standardized testing as outlined in USOE Testing Policy "Requirement for Participation of Utah Student with Special Needs in the Utah Performance Assessment System for Students (U-PASS)."

06-102—Health and Human Sexuality Education

Soldier Hollow Charter School shall require all newly hired or newly assigned educators with responsibility for any aspect of human sexuality instruction to attend state-sponsored professional development outlining the human sexuality curriculum and the criteria for human sexuality instruction in any courses offered at the school.

The school shall provide training consistent with R277-474-5A at least once during every three years of employment for Utah educators.

The Administration shall convene a curriculum materials review committees (committee) as follows:

- A. The committee shall be organized consistent with R277-474-1B.
- B. The committee shall review and approve all guest speakers and guest presenters and their respective materials relating to human sexuality instruction in any course and maturation education prior to their presentations.
- C. The committee shall not authorize the use of any human sexuality instructional program or maturation education program not previously approved by the Board, approved consistent with R277-474-6, or approved under UCA 53G-10-402 (1)(c)(ii).
- D. Administration shall report educators who willfully violate the provisions of this rule to the Commission for investigation and possible discipline.
- E. The school shall use the common parental notification form or a form that satisfies all criteria of the law and Board rules, and comply with timelines approved by the Board.
- F. Administration shall develop a logging and tracking system of parental and community complaints and comments resulting from student participation in human sexuality instruction, to include the disposition of the complaints, and provide that information to the USOE upon request.

If a student is exempted from course material required by the Board-approved Core Curriculum, the parent shall take responsibility, in cooperation with the teacher and the school, for the student learning the required course material consistent with Sections 53G-10-402.2(1), (2) and (3).

Any materials that are used in Human Sexuality instruction shall comply with the criteria of Section 53G-10-402 and:

- (1) shall be medically accurate as defined in R277-474-1G.
- (2) shall be available for reasonable review opportunities to parents/guardians of students prior to consideration for adoption.
- (3) shall be approved by the board.

C. The school shall comply with the reporting requirement of Section 53G-10-402 (1)(c)(iii)(D). The report shall include:

- (1) a copy of the human sexuality instructional materials and maturation education materials not approved by the Instructional Materials Commission that the local board or local charter board seeks to adopt;

- (2) documentation of the materials' adoption in a public board meeting;
- (3) documentation that the materials or program meets the medically accurate criteria of R277-474- 1G;
- (4) documentation of the recommendation of the materials by the committee; and

D. The board's adoption process for human sexuality instructional materials and maturation education materials shall be available for review annually.

06-103—Comprehensive Counseling Policy

Soldier Hollow Charter School shall comply with provisions of R277-462. Administration shall develop procedures to ensure that the school offers a Comprehensive Counseling and Guidance Program that:

- Meets the criteria for comprehensive counseling in R277-462(3)
- Meets the criteria for College and Career readiness in R277-462(4)
- Meets student to counselor ratios in R277-462(5)
- Appropriately uses funds consistent with R277-462(6)
- Makes all reports necessary and required under R277-462(7).

06-105—Honor Roll

06-106—Media Use in Classrooms

The Board recognizes that videos and multimedia presentations can be an important part of classroom instruction, adding variety and helping students see ideas and concepts in several ways. The board also recognizes that the best way for students to learn is to have information presented in several ways guided by excellent teachers and supplemented with student-completed exercises that apply concepts taught. The board therefore adopts the following policy relating to the use of videos in class.

Videos and other multimedia should be used sparingly. Educators will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise. Permission slips must be signed by parents for any video that is not intended as exclusively educational.

06-107—Grading Policy

Grading at Soldier Hollow Charter School is based upon the following guidelines:

- Routine homework assignments are graded based upon both completion and accuracy, and depending upon the subject. Each student is always expected to do his/her best on all work.
- Students are graded on the basis of skills mastery and knowledge. Although social skills are important, they do not affect academic subjects. Citizenship grades are assigned separately.
- Teachers are to provide ample opportunities for students to demonstrate knowledge and skills mastery. This practice provides the best possible assessment of the students' abilities and avoids penalizing a student who has had an off day at the time of a test.
- Generally, grades K-3 will not receive the traditional letter grades of A-F. Instead they will be scored with Outstanding (O), Satisfactory (S), and Needs Improvement (N).
- Results are to be recorded numerically rather than as letter grades prior to calculating a final grade.
- Rubrics are to be used for traditionally subjective assignments, such as essays, in order to provide clear standards for grades. Letter grades are to be assigned as follows:

100% - 93% = A 92% - 90% = A-, 89% - 87% = B+, 86% - 83% = B,
82% - 80% = B-, 79% - 77% = C+, 76% - 73% = C, 72% - 70% = C-,
69% - 67% = D+, 66% - 63% = D, 62% - 60% = D-, 59% and below =F.

Submitting Grades: Teachers input all grades into the SIS system. Assignment and test grades are posted in real time at least weekly by the individual teachers. Report card grades are posted within two school days after the end of the term. Report cards will be issued three school days after grades are posted.

Grade Changing Policies: Students/parents/guardians who believe that a grade was recorded inaccurately should first address the concern with the teacher who issued the grade. If a satisfactory resolution is not achieved with the teacher, they should then bring the issue to the attention of the School Leader for appropriate resolution.

This policy may be supplemented with school and class-level grading rules which will be clearly communicated to students and parents.

Absences: Students will be given an opportunity to make up missed work due to absence in accordance with guidelines in the Attendance and Truancy Policy.

06-108—Student Education Plans

Administration shall develop, in consultation with school personnel, parents, and school community, procedures to ensure effective implementation of student education plans/student education occupation plans (SEPs/SEOPs) consistent with Section 53E-2-304 (2)(b).

06-109—Classroom Supplies Appropriation

Soldier Hollow Charter School shall comply with R277-459 regarding the use and distribution of legislative appropriations for the purchase of classroom supplies and shall develop procedures consistent with law and rule.

07—Finances

Introduction

Operating a charter school is engaging for administrators and is fulfilling the dreams of its Founders. It is also very rewarding on many levels, particularly as the successes of students are observed. It is also serious business. Charter schools are not typical start-ups. Before a charter is even granted by the state, its Founders need to have a complete business plan detailing curriculum, staffing, a multi-year financial forecast, policies and procedures of all kinds, special education everything, plans for this and plans for that. These plans include financial policies, procedures, forms, documents, etc. (internal controls). A brand new Founding team may know little about them, at least insofar as the real-life demands of the state and federal bureaucracies are concerned. This “finance policies” document, coupled with procedures, forms and good practices are the foundation of effective internal controls.

The school shall make these policies available in the school’s business office (main business office) and on the school’s website. This delegated authority requires checks and balances (internal controls) to ensure that the Board properly accounts for and spends public funds for which it is entrusted within the law, and without malfeasance.

Internal Controls

Internal Controls are an integral part of a charter school (school) “control environment” to ensure the school’s assets are safeguarded and to minimize risk. Internal controls consist of well-crafted policies, procedures, guides (guidelines) and forms indicating how we’re supposed to do it. They also include implementation and practices (modeling) by leadership and school staff how we actually do it. How we’re supposed to do it and how we actually do it should be the same in almost all circumstances. Internal controls are developed for the purpose of:

- Protecting against waste of resources through inefficiencies;
- Protecting resources against embezzlement, bribes, theft or other types of fraud;
- Protecting against poor management, carelessness and unintentional errors;
- Securing compliance with both law and rules of the state, policies of the school and the audit requirements of the State of Utah pertaining to “public funds”;
- Protecting against loss or destruction of records;
- Ensuring data reliability and accuracy;
- Evaluating the level of performance of the school’s operations.

Under the direction of the Governing Board, schools are required to establish and maintain adequate accounting records and implement internal control policies & procedures. Internal control consists of six components: control environment, risk assessment, control activities, information and communication, segregation of duties and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

The Board and all levels of administration and instructional staff are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability. The Board and administration are also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct. Any employee with reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the school or to the State Office of Education.

Internal controls provide schools with the foundation to properly safeguard assets, implement policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Board members and directors should review the Charter Solutions' Internal Controls Guide to further understand the need for internal controls and their role in their implementation and oversight.

The policies outlined herein will be reviewed at least annually. Employees involved in the processes and procedures associated with these policies will be trained at least annually in their duties.

Governing Board Authority

The Board of Trustees, Governing Board, etc. (Board) is responsible for the operation of school in accordance with state and federal laws. The Board is also responsible for operating the school in accordance with the representations made in its charter. Specifically, the Board, or its designated Board Committee, shall have the sole authority to approve and will incorporate into its own minutes such matters as:

- Change of the school's name, with the authorizer and other entities;
- Adoption and amendment of the annual budget;
- Selection or termination of key employees;
- Key employees' salary and benefits changes;
- Incur debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter;
- Investment policies, depository and investment banks;
- Purchase or sale of real property;
- Review and acceptance of interim monthly financial statements;
- Selection of the school's auditor (CPA firm);
- Service on the school's audit committee;
- Review of any transaction or account of the school at its discretion.

Administrative Authority

The school Director and under their direction, business office staff, are authorized by the Board to execute all legal transactions for the school (with exceptions for certain capital purchases and indebtedness, etc. noted herein) and to make all purchases and disbursements necessary according to policy for the operation of the school. The Director and business office staff independently report all financial transactions directly to the Board periodically in a public board meeting. Both the Director and the employee(s) within the business office may report to the Board independently if requested, or if they deem appropriate on certain matters, or in any case where mismanagement or fraud is suspected.

Compliance with Laws

The school will follow all applicable laws and regulations that govern charter schools within the State of Utah. The school shall comply with Title IX and shall not discriminate on the basis of sex in education programs. Applicable federal laws and regulations will be adopted as federal program funds and grant funding is received.

The school will provide access to school records if requested by a person or entity under the Government Records Access Management Act (GRAMA). Additionally, records will be available to the Utah State Office of Education (USOE), State Charter School Board or other governmental entity as needed.

General Policies

Political Contributions

No funds or assets of the school may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. Following are examples of prohibited activities:

- Contributions by an employee that are reimbursed through expense accounts or in other ways;
- Purchase of tickets for political fundraising events;
- Contributions in-kind, such as lending employees to political parties or using the school's assets in political campaigns.

Record Keeping

To provide an accurate record of all financial transactions (a good audit trail), the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by state law applicable to charter schools. This includes recordkeeping in both the modified and full-accrual bases of accounting. Audited financial statements certified by an independent auditor will be prepared annually using the accrual basis of accounting. Further, the school specifically requires that:

- No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the school;
- Receipts and disbursements must be fully and accurately described in the books and records;
- No false or fictitious vendors, invoices or entries may be made on the books or records nor any false or misleading reports issued.

Record Retention and Disposal

Records are maintained for the minimum period according to state law and the guidelines of the Utah State Archives. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods or consistent with state law:

1. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
 - a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - b) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
2. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.

The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained according to state law.

Asset Protection Policies

Signature Authority

To properly segregate duties, the Board Chair (President), the Treasurer, the Director/Principal or others as expressly authorized are the only individuals with signatory authority and are responsible for authorizing all cash transactions. Each disbursement shall require two signatures to be authorized.

Security of Financial Data

The school's accounting software will be maintained to ensure that adequate internal controls and security measures are established to minimize unauthorized access to school data (i.e., proper password protection). The system's accounting data shall be backed up periodically to ensure the recoverability of financial information in case of failure. The backup file(s) must be stored separately in a fire safe area and properly secured. All other financial data, petty cash box(es), check stock, etc. will be secured from unauthorized access.

Security of School Documents

Originals of the following corporate documents are maintained and their presence shall be verified on a periodic basis:

- Charter and all related amendments;
- Articles of Incorporation and By-laws;
- Minutes of the Board of Trustees and subcommittees;
- Corporate and payroll tax registrations;
- Banking & financial agreements;
- Leases;
- Insurance policies;
- Grant and contract agreements;
- Fixed asset inventory list.

Use of School Assets

School employees should not use any of the school's assets for personal use without prior approval of the school administration and with proper justification.

Facilities Use by Outside Persons or Entities

In accordance with state law, the Board authorizes, on condition, the use of school facilities for other than school purposes. It is understood that the school shall by law assume no expense as a result of the leasing of school properties, facilities, including grounds, furnishings and equipment. It is further understood that restraint must be exercised in leasing facilities for purposes other than school functions, to the extent that

such leasing shall not interfere with the school curriculum, program and standards. The Board may refuse the use of school facilities by outside entities if it determines the use is inadvisable.

The Board authorizes the Administration to establish rules, guidelines, procedures and fees for the rental and use of school facilities for other than school purposes. The Board will review and approve the procedures as needed. The School Director and Business Manager shall administer the rules and guidelines and see that all entities follow established procedures.

Audit

The Board contracts annually with a qualified independent certified public accounting firm to conduct a fiscal audit of the school's financial records and statements. The audit is performed in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, 2003 Revision (GAS) and, if applicable, the U.S Office of Management and Budget's Circular A-87 and A-122. The selected firm must be familiar with these standards and related state regulations in order to properly conduct the fiscal audit.

Audit Committee (also known as the Finance Committee)

The Board shall establish an audit committee per Administrative Rule R277-113, comprised exclusively of Board members, which shall:

- Seek to understand its role and duties as outlined in the GFOA Audit Committees guide; Review, audit and initial original bank statements and account reconciliations from the accounting system for each period reconciled;
- Review, in a public meeting, audit reports provided to the Committee directly by outside firms;
- Review the school's risk assessment processes and procedures to ensure adequate internal controls are maintained;
- Ensure timely resolution of matters reported by internal audits or by outside firms;
- Ensure that outside firms are selected through a competitive-bid process;
- Be responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services;
- Periodically review this policy, no less than once every five years, to assess its continued adequacy;
- Possess knowledge of and experience in finance, auditing, or accounting if possible;
- Review the annual audit, and any other work performed by a contracted auditor, prior to its submission to any outside party or authority, and report to the Board that it has discussed the financial statements with management, with the independent auditors in private, and privately among committee members, and believes that they are fairly presented, to the extent such a determination can be made solely on the basis of such conversations.

Insurance and Bonding

The school maintains minimum levels of coverage, as deemed appropriate by the Board, for the following policies:

- General liability (earthquake coverage not included without express inclusion)
- Business & personal property
- Automobile insurance (as necessary)
- Workers' compensation
- Unemployment (tax)
- Directors and Officers
- Errors & Omissions/Professional Liability
- Employment Practices Liability Insurance
- Treasurers' (fidelity) Bond
- ERISA bond (as applicable for retirement plan)
- Other insurance as requested

A Treasurer's Bond (fidelity bond or Public Official Bond) is required on the person who has investment control over the school's public funds, typically the business manager, per UCA 51-7-15. This insurance coverage is not included in the school's other insurance policies and must be purchased separately. The school requires proof of adequate insurance coverage from all prospective sub-contractors, as deemed applicable by the Board.

Banking & Financial Management Policies

General

Accounting policies and financial reporting adopted by the school should be consistent with a special purpose governmental entity that engages in business-type activities. The Board has oversight of the management of the school inclusive of establishing the governance structure and the financial management policies as set forth in the school's charter

Budgeting

School administration prepares an annual operating budget of revenues and expenses (forecast or budget) for approval. The Board approves a final budget for the operation of the school for the prior twelve months. Both of these budgets are approved no later than June 30th of each school year. Budgets are reviewed and modified as necessary. These forward-looking budgets and projections are reviewed and approved by the Board at an open and public meeting.

- The fiscal year (budget year) of the school is July 1st through June 30th. The appropriate accounting period is used for all adjusting entries and accruals;
 - Financial statements displaying budget vs. actual results are prepared by the business office and reviewed by the director and Treasurer and are presented to the Board at each board meeting (with limited exceptions);
 - Administration shall follow the Board approved budget with exceptions approved by the Board.

Bank Accounts

The Board may authorize bank accounts for general or specific purposes. School assets shall be kept at any bank or financial institution that is approved by the Utah Money Management Council. All bank accounts shall be reconciled as often as statements are available, typically monthly.

Investments

The school shall follow state law and rule as outlined by statute, Administrative Rule and the rules of the Utah Money Management Council in investing school cash assets.

Petty Cash

Petty cash funds may be established for incidental, non-recurring cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request. No fund shall exceed \$500 or individual payment shall be greater than \$100. Petty cash funds are recorded on the balance sheet as a cash account. The petty cash account is balanced periodically by the business office.

Cash Handling and Cash Receipts

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the school, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented. School staff shall follow established procedures (internal controls) for the handling of cash receipts as outlined in the Cash Handling & Receipts Procedures. The school will comply with all applicable state and federal laws.

All funds shall be kept in a central, secure location until they are deposited in a school-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a). Unauthorized school employees should never hold funds in any unapproved location for any reason. Periodic and unscheduled audits or reviews should be performed for all cash activity. All payments of school fees shall correspond with the approved fee schedule, as required by State Board Administrative Rule 277-407.

Fundraising

Fundraising is generally permitted within the school to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs. Fundraising at the school level is only authorized and administered by the Director. The Board shall annually review the fundraising activities of the school and of all activities that support or subsidize the school. The Board shall ensure that revenues raised during fundraising activities or through activities that support the school (local funds) are raised within established cash handling policies. All expenditures shall be made in accordance with established school policies and procedures. The Board shall ensure that all activities of fundraising and parent organizations are adequately reviewed and considered with the school's insurer to evaluate and manage risks associated with such activities. Fundraising guidelines are:

- All monies raised through fundraisers for school-sponsored activities are considered public funds. This includes all donations to the school, regardless of whether or not such donations are part of any fundraising activity or event;
- Checks or warrants must be made payable to the school;
- Cash Handling and Cash Receipt procedures of the school apply to all school-sponsored fundraising activities;
- Relationships with non-school employees in relation to fundraising activities are managed by the Director;

- Conflict of Interest forms must be completed when persons employed by or affiliated with the school are also involved in fundraising organizations or hold funds that that will benefit the school;
- Fundraising activities may be subject to fee waiver laws and the Director oversees the administration of fee waivers;
- “School-sponsored” means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the school, school board, administration, or board committees, including the authorized parent organization or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
 - Is managed or supervised by school administration, staff, or authorized volunteers;
 - Uses the school’s facilities, equipment, or other school resources;
 - Is supported or subsidized, more than inconsequently, by public funds, including the public school’s activity funds or minimum school program dollars.

Properly approved school-sponsored activities:

- May use the school’s name, facilities, and equipment;
- May utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser;
- May be eligible to be insured under the school’s liability insurance policy (subject to insurer);
- May provide additional compensation or stipends for school employees with the approval of the Director and under school payroll policies and consistent with the school’s budget;
- Must comply with all fee approval and fee waiver provisions established in Utah law, administrative rules and school policies.

Fundraising activities, or activities of outside organizations of any kind that are not school sponsored activities must be conducted at arm’s length so that revenues and expenditures are no commingled with the public funds of the school.

Donation & Gifts

Donations may be accepted, upon approval by the Director, providing the item(s) to be donated (cash, goods, services) are legal to possess by a public school, safe, unencumbered, usable by the school and are generally not restricted in their use, or are not restricted for use by an individual employee. Donations for the purpose of compensating specific employees or positions may not be accepted (donors can donate for other purposes instead). Donations received by the school become public funds and may not be returned or expended except within the law as applicable to the appropriate use of public funds. All policies and procedures of the school are applicable to donations, including Cash Receipt and Disbursement policies and procedures, and all other internal controls.

Gifts to the school must be general in nature and may not be restricted such that they cannot be used for various purposes, except when those purposes are to a specific program, such as the PE program, science department or art program. Donations or gifts intended to benefit a specific student, teacher or classroom may not be accepted and could be considered a bribe.

The value of a gift or donation to the school may not be assessed or assigned by the school. The value and tax deductibility of a donation or gift made by an individual or company is to be determined by the donor and their accountant, not the school. No dollar value may be assigned to a donation verbally or in writing. If

a product or service is given in return for a donation or gift that is clearly defined, such as a \$250 advertising slot in the yearbook, that value can be disclosed by providing the school's advertising rates to the donor for them to assign a value.

Financial Statement Reporting

The business office is required to maintain supporting records in sufficient detail to prepare the school's financial statements, including:

Monthly

- Internally generated Income Statement, including budget vs. actual comparison and adequate notes & explanations
- Balance Sheet
- Cash Flow Statement
- Transaction Register

Annually

- Financial statements for audit, with supporting statements as needed
- Annual budget

Capitalization of Property

All tangible personal property, land, capital improvements or buildings with a useful life of more than one year and a unit acquisition cost that exceeds the board-authorized capitalization threshold are recorded and capitalized on the property schedule. The Board shall establish the capitalization threshold. The asset capitalized cost includes actual tax, shipping/handling, and other expenses incurred to bring the asset ready for its intended use. Additionally, these policies apply to capital assets:

- All capitalized assets will be depreciated using the straight-line method of depreciation in accordance with such asset's useful life and governmental & financial accounting standards;
- The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets;
- The school maintains records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts;
- Upon receipt, all property that qualifies as necessary to include on the property schedule, or has reasonable possibility of theft, or is required by law, must be properly labeled with asset ID tags;
- Assets purchased or received that cost less than the depreciation threshold will be expensed in the period purchased;
- No item on the property schedule shall be removed from the premises without prior approval from the Board. Procedures for asset disposal must comply with state or federal law or regulation where appropriate. All Assets shall be disposed consistent with applicable regulations of any restricted funds with which they were purchased, according to state or US Dept. of Education General Administrative Regulations;
- Gains and losses from the sale or other disposition of property are recorded as revenue in the year in which they occur, and are reflected as such on applicable financial statements;

- A physical inventory of property included on the school's property schedule is performed on an annual or every two-year basis and is reconciled to the property schedule and general ledger of the school.

Liabilities

Encumbrances, debt or other obligations are recognized and measured in conformity with generally accepted accounting principles in both the modified and full accrual bases of accounting. Liabilities also include certain other deferred amounts that are not obligated, but are recognized and measured in conformity with generally accepted accounting principles. The Board and administration, in consultation with accounting firms, will determine liabilities as needed for financial statements.

Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable. Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis, considering critical disbursements, including payroll and tax obligations, etc.

Use Of School Credit & Debit Cards

Debit cards are only authorized with Board approval. Charter School credit cards and purchase cards shall only be issued with the formal approval of the Board and with proper justification. The cost/benefit to the school should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to specific school employees and should be used only for school-related expenditures.

All charges must be supported by transaction-level invoices (point-of-sale receipts) or travel reports to be eligible for payment by Charter School. Monthly credit card statements are reconciled by cardholders to point-of-sale receipts and travel reports. They are reviewed and approved monthly by appropriate supervisors.

Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs. The portion of any teacher, or other employee whose salaries are paid over a period different than during which work was performed, are accrued at the end of the fiscal year for which services were rendered.

Debt

Short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year. All short-term and long-term debt must be approved by the Board. Loan agreements approved by the Board shall be in writing and specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule. School administration may not enter into loan agreements without Board approval.

Net Assets

Net assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units. Net assets include the following:

- Unrestricted
- Restricted
- Investment in Capital Assets, net of related debt

Consistency in Cost Accounting

Practices used by the school in estimating costs in grant/contract proposals are consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by the school in accumulating and reporting actual costs are consistent with its practices used in estimating costs in its grant and contract proposals.

Procurement (Purchasing) Policies

Procurement of Goods and Services

The school shall follow outlined procurement (purchasing) procedures of the school and provisions of the state procurement code (UCA 63G-6a) and procure only those items and services that are required to perform the mission and/or fill a bona fide need. Procurements are made using best value contracting which includes assessing the best value considering quality, performance, timing, and price. Additionally:

- Administration shall not intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two or more invoices or purchase orders, or to make smaller purchases over a period of time in order to circumvent any aspect of this policy or of state law;
- Exclusive contracts (requiring the purchase of needed goods or services from a single, specified seller) are not authorized except as outlined in the state procurement code (UCA 63G-6a);
- Multi-year contracts shall comply with UCA 63G-6a-1204;
- Construction and improvements shall comply with the law and administrative rules of the State of Utah and its departments or agencies and differing rules, forms or reports, not in accordance with state law and administrative rules, may not be produced by school staff or outside service providers without Board authorization;
- Written records will be kept for all purchases, including complete bids when applicable by law. Competitive bids will be filed in the winning bidder's vendor file;
- All lease agreements will be evidenced by a lease or sublease agreement approved by the Board and signed by the Board Chair (or designee). The agreement will identify all the terms and conditions of the lease;
- Administration or any agent of the school may not accept hospitality gifts, gratuities, kickbacks, or any other unlawful consideration under 63G-6a-2304.5;
- Satisfactory receipt of goods and services will be confirmed, as invoices are approved by buyers, before payment is made to a vendor.

Thresholds

- A. The “individual procurement threshold” for the LEA is \$1,000. This is the maximum amount that the LEA can expend to obtain a single item/service from one vendor at one time without requiring competitive purchasing.
- B. The “single procurement aggregate threshold” for the LEA is \$5,000. This is the maximum amount that the LEA can expend to obtain any combination of individual procurement items/services costing less than \$1,001 from one vendor at one time up to \$5,000, without requiring competitive purchasing.
- C. The “annual cumulative threshold” for the LEA is \$50,000. This is the maximum total annual amount that the LEA can expend to obtain individual procurement item(s) costing less than \$1,001 purchased from the same vendor during the fiscal year (July 1 – June 30) not to exceed \$50,000. If a purchase exceeds \$50,000, it is not considered a small purchase and shall be processed through a bidding process or a request for proposal (RFP) process

Purchases Requiring Quotes

- A. For procurement item(s) costing between \$1,001 and \$5,000, obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications.
- B. For procurement item(s) costing between \$5,001 and \$50,000, obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specification.
- C. For procurement item(s) costing over \$50,000, conduct an invitation for bids or other procurement process outlined in the Utah Procurement Code.

Professional services

"Professional service" means labor, effort, or work that requires an elevated degree of specialized knowledge and discretion, including labor, effort, or work in the field of: accounting; administrative law judge service; architecture; construction design and management; engineering; financial services; information technology; the law; medicine; psychiatry; or underwriting.

Professional services costing less than \$50,000 can be awarded through direct negotiation with the service provider.

Professional services costing between 50,000 and 100,000 need a minimum of two competitive quotes.

Professional services costing over \$100,000 shall be acquired using a competitive bidding or RFP process, or by selecting a provider from an approved potential vendor list created using an invitation for bids or an RFP.

Small Construction Projects:

- Costing less than \$25,001 may be procured by direct award without seeking competitive bids or quotes after documenting that all applicable building code approvals, licensing requirements, permitting and other construction related requirements are met.
- Costing between \$25,001 and \$100,000 may be procured by obtaining a minimum of two (2) competitive bids or quotes that include minimum specifications and be awarded to the contractor with the lowest bid or quote that meets the specification after documenting that the requirements are met from (1).

- Costing more than \$100,000 require an IFB or RFP procurement process. Large construction projects over 2.5 million must follow the requirements contained in Utah Code 53A-20.

Prohibition Against Artificial Division of Procurements and Invoices

The Utah Procurement Code states that it is unlawful for a person to intentionally or knowingly divide a procurement into one or more smaller procurements with the intent to make a purchase:

- qualify as a small purchase if, before dividing the procurement, it would not have qualified as a small purchase; or
- meet a threshold established by rule if, before dividing the procurement, it would not have met the threshold.

A prohibited division of a purchase includes any of the following with the intent or knowledge:

- making two or more separate purchases;
- dividing an invoice or purchase order into two or more invoices or purchase orders; or
- making smaller purchases over a period of time

Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Director, business manager, the Board Chair or Treasurer when available. Sound business practices shall be used and documented in all cases.

Sales Tax

Charter School is exempt from sales tax as both as governmental entity and as a charitable organization.

- The school Board and administration shall maintain the school’s IRS (501c3) and public school tax exempt status by complying with government regulations at all times;
- The school administration shall follow vendor policies regarding sales tax exemption;
- As authorized, school employees or volunteers may use the school’s non-profit tax exemption registration number (and Tax Commission form) only for legitimate school purchases. Authorization may be revoked when necessary;
- Employees or volunteers may not be reimbursed for sales tax. If sales tax is paid by school employees or volunteers at the point of sale, the school may seek reimbursement of sales tax consistent with applicable rules at its discretion.

Payroll Policies

Payroll Related Expenditures

The Board, with authority delegated to the Director, shall ensure that payroll-related expenditures are earned, accurate and approved (authorized) before payment is made. Additionally, the following applies to payroll-related expenditures:

- Employees are paid on a 12-month schedule, as wages are earned, and in accordance with pay periods and pay dates as authorized by the Board;
- The school shall communicate pay rate information clearly and effectively to individual employees whenever a pay change occurs;
- Pay advances are not authorized. All payments to employees are to be made only after wages are earned;
- Employee's time is properly approved when submitted by an employee to a supervisor, authorized for payment, and reported to the business office for processing;
- All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file. Any changes to pay rates or benefits must be properly authorized in writing by appropriate individuals or the Board where applicable;
- The school Director or immediate supervisor (Supervisor) will accurately record and track all employees' accrued paid time off (PTO). PTO includes a variety of paid time off, including but not limited to Sick, Personal, Vacation time, etc.;
- The Supervisor shall consider available PTO balance(s) and the needs of the school prior to approving PTO;
- The business office will add or deduct PTO for all employees as authorized by policy or the Supervisor when processing each payroll and will provide balance information to the Supervisor periodically;
- Overtime wages, while not formally against policy, are not authorized under normal circumstances and are only to be used in rare instances of emergency;
- Pay rates or employee benefit package changes may not be authorized exclusively by persons for whom the pay rate or benefits will affect;
- All payroll taxes and benefits are properly calculated and any deposits made in a timely manner. All payroll tax reports are prepared in a timely manner and reviewed for accuracy prior to filing;
- Employees paid with restricted program funds are required to complete required documentation, with a supervisor's certification according to the administrative rules of applicable programs.

Employee Retirement Program

The school shall participate in a retirement program as determined by the Board of Trustees and administered by the Trustee and the business office.

Employee Travel within the State

Employees who travel within the state typically travel using their own personal motor vehicle or a school-rented vehicle. Employees may be reimbursed at the current (at time of travel) federal standard mileage rate (per mile), as authorized by the Board, for use of their own vehicle for business related travel. In addition, parking fees and tolls paid are reimbursable if properly supported. Employees who rent vehicles for school use (and reimbursement) must purchase adequate insurance to cover the vehicle in case of theft or damage. Employees must refill the rental vehicle with fuel prior to return. The school shall not reimburse for moving violations or parking tickets.

Employee Travel Out of State

Employees who travel out of state travel with itineraries booked through school administration, except as otherwise approved. Under certain circumstances, employees may be required to use a personal credit card

for hotel and/or vehicle rental. Employees may not use public funds to pay for (or submit for reimbursement) personal expenses while traveling for the school.

Contracted Services Policies

Outside Service Providers

The utilization of outside service providers (i.e. independent contractors) and contracted personnel are sufficiently evidenced by:

- Service Agreements outlining the terms of the agreement (e.g., responsibilities work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing services and details of actual services performed;
- Required IRS W-9 form, proof of authorization or licensure and liability insurance certification (among other things) are required before service is rendered or payment is made;
- Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed;
- The use of a management contract for educational administrative services will clearly identify the contractor's performance requirements, including students' academic achievement (if applicable), contractor's compensation and define the school's rights to educational curricula and intellectual property developed.

The use of independent contractors is closely monitored so as not to vary from the rules of the Fair Labor Standards Act and Utah law. The contractor will:

- Be free from the school's control and direction in scheduling and performing the service, both under a contract and in fact;
- Provide a service that is outside the school's usual course of business or provide a service on a temporary basis;
- Not receive any fringe benefits as such, although their fee may include provision for fringe benefits;
- Use his or her own letterhead, supplies and materials when billing for services.

The policies contained in this document are subject to change at any time. The Board reserves the right to amend or change them at their sole discretion.