



Lakeview Academy **Family Handbook**

Table of Contents

<u>Welcome</u>	3
<u>Attendance</u>	5
<u>Discipline</u>	7
<u>Dress Code</u>	12
<u>Accounting</u>	14
<u>Health</u>	15
<u>School Information</u>	17
<u>Student Data Privacy and Security Governance Plan</u>	25
<u>Technology Security Plan</u>	36
<u>Data Governance Plan</u>	42

Welcome

Welcome to Lakeview Academy. Our school administration, faculty and staff will work hard to provide you with an outstanding year of learning. We know all students will find Lakeview Academy the ideal caring environment in which to further their education. Lakeview Academy offers challenges and opportunities for every student through a variety of academic classes and enrichment activities. We look forward to an exciting school year as we help students meet their educational goals.

Our Mission

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

Capable: A student who is knowledgeable, inquisitive, and an open-minded problem solver.

Confident: A student who is able to approach situations with courage, integrity and a strong sense of self-worth.

Contributing: A student who is caring, responsible and proactive in his/her family and community.

Philosophy

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the “basics” to establish successful, lifelong learning. We also believe that the school environment should be well-rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

Communication- reading, writing, speaking, and listening, technology

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

Personal Development- study skills, character development, social skills, and community service

Disclaimer

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, teacher, or a member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Parents and students agree to abide by any additional policies as they are made known. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Parents will be notified if changes are made.

The most current version of the policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Parents and students have the responsibility to read the handbook, become acquainted with its contents, and to abide by the policies as stated.

Attendance

Regular attendance is critical for student success and families are encouraged to ensure students are in class unless there is an illness or family emergency.

The attendance policy is posted on the website. For information purposes, here is a summary of the policy.

1. Parents are encouraged to contact the school if their student is going to be absent.
2. The student's teacher will contact home if a student is absent for 3 consecutive days.
3. If a student is absent for 5 consecutive days, the counselor will contact home.
4. Students who are absent for 10 consecutive days without communicating to the school the reason for the absence will be un-enrolled from the school records.
5. Students who have prolonged illness need an ongoing doctor's note with expected dates of return.
6. Students are given extended time to complete missed assignments for excused absences.
7. Parents are discouraged from checking their students out early or sending them to school late for any reason other than illness or emergency.
8. Please try to schedule doctor's appointments, etc, after school.

Absence

Be sure to contact the school, by 10:00 a.m., whenever you know your child will be absent. The school phone number is (801) 331-6788. For your information, the following procedures are followed.

- A student is marked absent-excused when Lakeview receives a phone call or note from a parent verifying the child's absence for an excusable reason.
- A student is marked absent-unexcused if the school has been given no reason for the absence.

Pearranged Absences

In an effort to promote and maintain a school culture that values excellent educational opportunities that exist during school hours, Lakeview strongly recommends and encourages families to plan vacations and outings in conjunction with our school holidays, thus ensuring that students are in school as often as possible. We are aware that circumstances may arise when parent(s) need to request that their child be excused from school for purposes other than

illness, medical appointments, family emergencies, or death of a family member or close friend. These extended absences, longer than three (3) days, should be prearranged. An extended absence can be prearranged if the parent(s) contact the school administration and student's teacher(s) in writing or email at least three (3) days prior to the event allowing enough time for the school administration, parent/guardian and teacher to collaborate to define the absence and provide reasonable make-up opportunities. The student is then responsible to complete and turn in the assignments in the agreed upon time frame. At the discretion of the administration, this collaboration process may be delegated to be handled strictly between the teacher and parent/guardian. Should this process for prearranging absences not be followed, the absences will be counted as unexcused and consequences, if any for those unexcused absences may apply.

Tardy

A student will be considered tardy if he/she is **not in his/her desk** when the late bell rings at 8:00 a.m. Students arriving after 8:10 a.m. must check in at the office to obtain a tardy slip before being admitted to the classroom. This is for the safety of your child and to ensure that your child has been under proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the Director(s).

Arrival and Dismissal

Students may enter the building no earlier than 30 minutes before school begins (7:30 a.m.), Students **MUST** be picked up at the end of the school day within 20 minutes of the final bell. In the event of an emergency, parents should call the school by at least 30 minutes before the end of school and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make calls for last minute changes in plans for such things as play dates. Parents/Guardians who fail to pick up their students within 20 minutes of the final bell without making emergency arrangements **may** be assessed a fee. If at all possible, please refrain from checking your student out after 2:00 pm. Early checkout is not an appropriate way to avoid carpool lines. If you have a situation that requires additional flexibility, please address your concerns with administration.

Check-in and Check-out Procedures

Students arriving after 8:10 are required to check in at the front office. If it is necessary for a student to leave school during the school day, a parent/guardian or designated person on the emergency card must sign the child out at the front office. In the interest of student safety, please be ready to show photo identification when requesting to have contact with a student.

Preferred Name Change

In an effort to meet the needs of our students, we are requiring staff to only use the name of the student that is in Aspire. No nicknames, abbreviated names, etc. are approved for staff to use. For example, we cannot call Steven "Steve" or Kimberly "Kim" unless the name has been changed in Aspire. If you would like your student to be called

by a name that is not their legal first given name in Aspire, please see the front desk for instructions on how to make the change.

Pronoun Change

Staff will use the pronoun for each student based on the student's sex registered in Aspire. If a legal guardian would like staff to use an alternate pronoun, that legal guardian needs to email the Director. This email is to request staff who work with the student to use a pronoun alternate. After the Director receives the email request, the legal guardian will be contacted by the Director with more information. There is no other way to have this change made.

Child Custody Cases

Lakeview Academy cannot prevent (or physically restrain) a parent from removing a child from the premises unless we have a copy of a court order prohibiting it or, in our judgment, the child is in immediate danger of bodily harm. If we do have a copy of a court order, we are limited to explaining that the authorities will be called and the other parent notified.

Truancy

A student who is truant from either a class, part of a class, or for the entire day must see a member of the administration. Disciplinary consequences are up to the discretion of the member of the administration as outlined in the discipline policy.

Closing of School

If the school is to be closed or delayed due to storms, road conditions, etc., detailed information will be available on our website (www.lakeview-academy.com).

Discipline

Lakeview Academy Discipline Plan

Proper discipline and order are essential to the accomplishment of our goals as a school.

Lakeview Academy believes in and adheres to the Love and Logic approach to school discipline. Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

The following violations will result in immediate referral of the student to school administration:

- Weapons possession (intent to cause injury, or intimidation with any type of weapon, firearm, knife, or other object which is capable of causing bodily harm.)
- Defiance of school authority (1-willful, open or continued disobedience 2-use of profanity, vulgarity, insults, or obscenities toward school employees)
- Improper behavior at school sponsored extracurricular events whether they be on or off campus
- Assault of either a student or an adult
- Harassment/Bullying (excessive name-calling, threats, intimidation, etc.)
- Gang activity - Wearing clothing with gang affiliation, making gestures or signs that symbolize gang membership or engaging in any type of behavior that condones or suggests support of gang activity
- Failure to adhere to the terms of the acceptable computer use agreement
- Throwing objects that have the potential to cause bodily harm or cause damage to property
- Possession, use, or sale of drugs
- Stealing or vandalism of private or school property
- Severely disruptive behavior that infringes upon the educational rights of other students

School-Wide Recognition

Students should be recognized for positive behavior. First and foremost, teachers shall recognize this positive behavior and applaud it in any way appropriate. School-wide means of recognition will also be employed. Teachers are expected to participate in such efforts.

For more information on the Lakeview Academy Discipline Policy, please refer to the Discipline Policy on the school website.

Bullying and Hazing

The following is a portion of Board Policy 220. More information on Bullying and Hazing may be found on the school website.

Prohibitions

A school employee or student shall not engage in bullying 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).

A school employee or student shall not engage in hazing or cyber-bullying a school employee or student at any time or in any location.

A school employee or student shall not engage in retaliation against:

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

A school employee or student shall not make a false allegation of bullying, cyber-bullying, hazing, or retaliation against a school employee or student. Any bullying, cyber-bullying, 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.

Investigations

Lakeview Academy will promptly and reasonably investigate allegations of bullying, cyber-bullying, and/or hazing. The school director and/or assistant directors will be responsible for handling all complaints by students and employees alleging bullying, cyber-bullying, or hazing. It is Lakeview Academy'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.

Lakeview Academy will adopt an action plan in accordance with State Board of Education Administrative Rule Subsection R277-613-4(1)(c), including a plan to:

1. investigate allegations of incidents of bullying, cyber-bullying, hazing, and retaliation in accordance with this section; and
2. provide an individual who investigates allegations of incidents of bullying, cyber-bullying, hazing, and retaliation with adequate training on conducting an investigation.

Lakeview Academy is required to investigate allegations of incidents described in Subsection (A)(1) by interviewing at least the alleged victim and the individual who is alleged to have engaged in prohibited conduct.

1. Lakeview Academy may also interview the following as part of an investigation:
 - a. parents of the alleged victim and the individual who is alleged to have engaged in prohibited conduct;

- b. any witnesses;
- c. school staff; and
- d. other individuals who may provide additional information.

2. An individual who investigates an allegation of an incident shall inform an individual being interviewed that:

- a. to the extent allowed by law, the individual is required to keep all details of the interview confidential; and
- b. further reports of bullying may become part of the investigation.
- c. The confidentiality requirement in Subsection (B)(2) does not apply to:
 - i. conversations with law enforcement professionals;
 - ii. requests for information pursuant to a warrant or subpoena;
 - iii. a state or federal reporting requirement; or
 - iv. other reporting required by this rule.
- d. In conducting an investigation under this section, XYZ LEA may:
 - i. review disciplinary reports of involved students; and
 - ii. review physical evidence, consistent with search and seizure law in schools, which may include video or audio, notes, email, text messages, social media or graffiti.

Lakeview Academy is required to adopt a policy, consistent with state law and state board rule, outlining under what circumstances the school employees will report incidents of bullying, cyber- bullying, and retaliation to law enforcement.

Actions Required if Prohibited Acts are Reported

Each reported complaint will include:

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

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, cyber-bullying, hazing, and retaliation may be made anonymously, but Lakeview Academy will not take formal disciplinary action based solely on an anonymous report.

Code of Conduct

Lakeview Academy believes in and adheres to the Love and Logic approach to school discipline and understands that each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for

misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when they see a reasonable connection between their behavior and the resulting consequences.

The staff of Lakeview Academy dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Parents are encouraged to address any concerns or questions with Lakeview Academy staff in the event that student discipline is handled in ways that appear to be inconsistent with these core beliefs. These core beliefs are as follows:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher
2. Students will be guided and expected to solve their own problems, or the ones they create, without creating problems for anyone else.
3. If a student cannot solve a problem, or they choose not to, staff members will impose upon them an appropriate consequence.
4. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
5. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
6. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
7. Students are encouraged to request a due process hearing whenever consequences appear to be unfair.
8. School problems will be handled by Lakeview Academy staff. Criminal activity will be referred to the proper authorities.

Confiscated Items

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and must pick up the item from the school office. Any item confiscated more than once during the school year, may be kept by the administration until the end of the school year and picked up by a parent at that time.

Dress Code

The purpose of a standardized dress policy at Lakeview Academy is to promote a strong sense of **Belonging**, a strong **Educational Focus**, and increased **Safety** for the students and staff.

General Standards for all Students:

The dress code must be followed at all times when the student is at school, including field trips. Gym clothes will be required for middle school athletic activities, including P.E. classes. Modified dress code days will be announced by the Director.

Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, in good condition, appropriately sized, and worn correctly. Any gang affiliated clothing articles are prohibited.

Please follow this link to the Lakeview website to see the complete dress code:

Lakeview Academy Dress Code [Lakeview Academy Dress Code](#)

Search and Seizure

Assigned student lockers and desks are the property of the school and may be inspected at any time for any reason, without notice or student consent. Searches of personal possessions within a school locker or on person may be done when there is a reasonable suspicion of a violation of law or school rules. Any materials considered to be against school regulations may be seized and returned at the discretion of the Director.

Accounting

Donations

Lakeview Academy greatly appreciates donations from parents, extended family, and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles, and equipment for our office and classrooms. Feel free to discuss a need with your student's teacher or the Administration of Lakeview Academy.

Fees (Middle School)

Middle school fees will be assessed. MS fees are listed on the website.

*Students who qualify for free or reduced lunch may be eligible for a payment program, reduced fee or a fee waiver. See office for details.

**Clubs and sports fees will be assessed at event registration.

Canceled/Bounced Checks

Checks sent for payment of expenses are subject to a \$25.00 bounced/returned check fee or the maximum allowed by law and may be subject to collections.

Fund Raising

Lakeview will pursue several fundraising avenues including grant writing, special events, and donations (both monetary and of educational items from businesses and individuals), and ongoing fundraising efforts such as:

1. School logo apparel -- Available for purchase at the school.
2. Fill Leo's Piggybank at the beginning of the year.

Selling Products to Students

Selling any product not approved by the Director(s) to students is prohibited on the Lakeview Academy Campus. Individual students may **not** sell items at school regardless of whether it is for personal profit or fund-raising for a non-profit organization other than Lakeview Academy.

Health

Allergy

Lakeview Academy cannot guarantee an allergy free environment.

Character Education

Lakeview Academy will reinforce the school mission of developing Capable, Confident, and Contributing students through the character education program. Positive character education will be taught through stories, role-play and teamwork exercises, service projects, and reflection activities with a strong emphasis on historic and everyday heroes.

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, allergies etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. Pursuant the Utah State Law, some medical conditions may require parents to provide additional information. If your child suffers from a medical concern, please contact the office immediately so we can be prepared to respond appropriately if a situation arises.

Cold Weather

Since fresh air and exercise are two very important aspects of a healthy lifestyle, elementary students are taken outside each day. If the front office determines that the weather is inclement, students may have indoor recess. In addition, all students K through 9th grade will have outside physical education activities at the teacher's discretion. Students must dress appropriately.

Food/Drink

Food and drink are permitted only at lunchtime and in the designated eating areas, except as part of a teacher directed activity.

Lakeview Academy cannot guarantee a food allergy free environment.

Illness at School

If a student becomes ill at school, we will attempt to contact the parent or guardian. In the event that a parent cannot be reached, we will defer to the emergency contact list on file. In the event of a more serious emergency such as a suspected broken bone, if the parent is unavailable, the paramedics will be called. For life threatening situations, 911 will be contacted before attempt to contact parents/guardians. Lakeview Academy administration and staff members are not permitted to transport students.

Lice

Lakeview Academy has a "no nit" policy. This means that a student will be sent home if there are any nits or lice found in a student's hair. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Lakeview Academy Charter School reserves the right to discretely check students' hair for evidence of lice. Parents may choose to not have their child's hair checked at school, but must provide a medical check-up to confirm that there is no evidence of infection. They may also request to be present at the school when their child is checked; this request must be received in the school office at the beginning of the year.

Medication

Students who required daily medication must have a medication plan on file in the nurses' office and must follow all state guidelines for administration of the medication. (See Medication Policy on the website.)

Students are allowed to carry 1 day's dose of a medication (prescription or nonprescription) on their person and self-administer that medication provided the parents have determined that the student is capable of doing so in a responsible manner. Students who are too young to self-administer medication may have a parent come to school to administer the medication during the day.

Screenings

Kindergarten vision screenings will be conducted by the staff during the school year. Students are required to have medical checkups before entering kindergarten.

Student Health

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.

- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

Affection

Lakeview Academy recognizes that feelings of affection may exist between students. However, in order to insure a safe, healthy, and academically focused learning environment, students are to refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-sponsored activity.

- Examples of PDA include but are not limited to:
- Kissing
- Fondling
- Cuddling
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging

School Information

Hours of Operation

School hours will be from 8:00 a.m. to 2:55 p.m. Monday thru Thursday for both elementary and middle school students. The first bell will ring at 7:55 a.m. and the late bell will ring at 8:00 a.m. AM Kindergarten hours are from 8:00-11:00 a.m. and PM Kindergarten is from 12:00 p.m.-2:55 p.m. Monday thru Thursday. Friday school hours are from 8:00 a.m. to 12:00 p.m. for both elementary and middle school students. Friday AM kindergarten hours are 8:00 a.m. – 9:50 a.m. and PM Kindergarten hours are 10:10 a.m.-12:00 p.m. School office hours are from 7:30 a.m.-3:30 p.m. Monday through Thursday and 7:30 a.m.-1:00 p.m. on Friday. The school office can be reached at (801) 331-6788.

Homework

Lakeview believes that homework is a valuable tool in helping students make the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience.

Teacher's responsibilities:

1. Provide approximately 10 minutes of homework material Monday through Thursday per grade level or as determined by teacher and student need. (i.e. 10 minutes for 1st grade, 30 for 3rd grade, 60 minutes for 6th grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)

2. Make sure students understand and know how to complete assignments independently.
3. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

1. Be sure they understand the assignments.
2. Complete the assignments. This includes any unfinished classroom assignments from that day.
3. Turn assignments in by the specific date due.
4. Complete 20 minutes of reading per day.

Parent's Responsibilities:

1. Help set up a consistent organized place for homework to be done.
2. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
3. Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

Report Cards/Grading

Report cards are produced at the end of every term. Electronic report cards are available through the student information system: Aspire. Parents receive log-in information at the beginning of each school year on how to access student grades and assignments.

Emergency Information

All Emergency information forms for each child will be updated in the fall, to be completed by the parent/guardian. The school will use this information if your child becomes ill or is injured at school. The person you designate may be asked to pick up and care for your child if you cannot be reached. **It is the responsibility of the parent/guardian to notify the school of any changes to home phone numbers, or contact names and phone numbers.** If a child is in need of immediate medical assistance, they will be transported by ambulance to the nearest medical facility.

Emergency Drills

As an important safety precaution, fire, earthquake and other emergency drills will be held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. It

is essential that when the signal is given that everyone in the building obey the orders promptly. Please do not attempt to check out your student during the rehearsal of these drills. Please do not park in front of the school, or enter school parking lots as this will prohibit emergency vehicles from being able to access the building.

Calendar

The academic school year calendar is available on our web site. Any changes to the calendar must be submitted to the Director for approval before posting. The Board of Trustees must authorize changes in school days.

Clubs/Organizations

After school clubs and programs may be available as student interest and needs arise. These programs are provided by individuals who are PALS2 certified. Volunteers are crucial to student success and such programs are organized to meet the varied interest of the students. Students staying after school for enrichment, academic support, clubs, or other activities are required to sign in with the sponsor. The sponsor of the organization is responsible for the student. Students wishing to participate in after-school programs are responsible to provide their own transportation to and from such activities. Parents must be prompt in picking their children up from such activities. Students who are consistently late being picked up may lose the privilege of participation and or be charged a late pickup fee.

For more information on school clubs/organizations please see the extracurricular policy. If your student is participating in a club/organization other arrangements must be made for any siblings or car pool members who are not. Students are not allowed to remain at school after hours unless participating in a club/organization.

Cafeteria

Lakeview Academy is pleased to offer nutritious meals to our students. Breakfast is available daily from 7:30 am – 8:00 am Monday thru Friday. Lunch is also available daily. Prices for breakfast and lunch are listed on the website. Free and reduced lunches are available for families that qualify. Forms are on the website.

In order to provide this service, we ask that each family keep their account current. Lakeview Academy will not serve students breakfast or lunch on credit during the last two weeks of school.

Monthly lunch menus and meal costs can be found at www.lakeview-academy.com

Elevator

The elevator is available for physically challenged individuals. Teachers can use the elevator at their discretion. Students who misuse the elevator will be disciplined and may lose the privilege of using it in the future.

Family Education Rights and Privacy (FERPA)/Protection of Pupil Rights Amendment (PPRA)

Lakeview Academy has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. For more information see the school website or check with the office.

Items from Home

Occasionally a teacher may ask that students bring things from home for a class as a learning experience. We ask that students do not bring other things from home unless specifically asked to do so. The school cannot assume responsibility for any items brought to school. We ask parents to be observant in making sure that when valuables are brought to school, they are brought to the teacher for safe-keeping. Valuables should never be left in the students' desks or lockers. If you feel your property has been stolen, contact an administrator; however, there is no guarantee your property will be recovered. Students should not bring toys or games that cause a distraction or problem for others.

Library

Library materials may be checked out only by the students, library aides, and paid employees of Lakeview Academy. They may be checked out for a week at a time and must be checked out through the automation system. Patrons are responsible for the materials they check out of the library. The computerized system does not permit books to be checked out to anyone having overdue books, and patrons will be charged for lost or damaged materials.

Library Gift Policy

Lakeview Academy will accept gifts of books and other materials with the understanding that the library staff may make whatever use of the materials they feel appropriate, including disposal.

Lockers (Middle School)

Many students are given the privilege of being assigned a specific locker in which to store school materials and personal property during school hours. Students are allowed and encouraged to keep their assigned lockers secure and locked to safeguard their belongings. However, students must understand that it is not the intent of the Lakeview Academy to relinquish its exclusive control over lockers. **All lockers are and shall remain the property of Lakeview Academy. Students shall have no expectations of privacy in their lockers. Students are hereby notified that all authorized school employees and officials may inspect students' lockers at any time, for any reason.** Students are not allowed to share lockers or use lockers not assigned to them.

Mail/Newsletter

Lakeview Academy will e-mail newsletters and other correspondences directly to the parent.

Parent Involvement/Volunteer Hours

Families are encouraged to be actively involved in the school. We believe that most parents seeking a charter school understand and have a strong desire for more involvement in their child's education. We hope you would consider approximately four hours of school volunteer service per month. Lakeview Academy's structure is organized so that parents may have more involvement in the school. We invite you to record your service hours on the school's volunteer system.

PALS (Parent Assisted Learning System)

Please review PALS in the school's charter.

Parent-Teacher Conferences (SEPs)

Parent Teacher Conferences will be held two times a year. This is a time when parents and teachers talk about the students' progress in the school and their individual needs. Reasonable effort will be made to arrange for conferences at the parents' convenience. If you need to meet with your teacher more than twice a year or if a problem arises please contact the teacher to set up an appointment. Parents may ask for a conference at any time.

Phone Use

Students may use the telephone provided in the main office as long as the situation is deemed necessary by faculty or administration. Phones may not be used to arrange "play dates". Please make all arrangements that may differ from your student's normal routine, before arriving at school that day. Interrupting a class to deliver a message disrupts the educational environment. If you need to speak to your student's teacher, please do so before or after school, via email, or voice messages. Teachers may not be interrupted during the day as they maintain a very tight schedule and their breaks from their classroom are to be used as respite and class preparation time.

Please avoid calling the office during carpool times as this limits our ability to focus on getting your children to and from school in a safe and orderly manner.

Student cell phones are not to be used during school hours. If a student has a phone out during school hours it may be confiscated and taken to administration. It is up to the administrator to determine if the phone is returned to the student at the end of the school day or if a parent must pick it up from the administrator.

Physical Education Lockers and Showers

Physical Education lockers will be assigned in the appropriate locker room. All problems should be reported to the instructor immediately. Physical Education is planned to teach you about fitness and athletic activities. Middle school students are required to dress for class. Please see the PE teacher's disclosure documents for required PE dress. Showers are available, but not required. If your student desires to shower they must bring their own supplies such as soap, towel, etc.

School Governance

Board of Trustees

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/or management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated.

Additionally, the Board occasionally creates various committees to study policies and other school operations. Parents are encouraged to volunteer to serve on these committees. For more information email: bot@lakeview-academy.com

Site Advisory Council

The site advisory council is made up of group advisors, administrators, faculty, and staff of Lakeview Academy. The purpose of this council is to have parents and school personnel collaborate on school issues to ensure the mission and philosophy are effectively applied school wide.

Lakeview Academy currently has many opportunities to volunteer and serve on various committees. Please see: <https://www.lakeview-academy.com/saratoga-springs/site-advisory-committee-sac>

Student Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lakeview Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lakeview Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Lakeview Academy to the contrary in accordance Lakeview Academy procedures. The primary purpose of directory information is to allow Lakeview Academy to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets
- Photograph for website and social media posts
- Telephone listings by grade level
- Electronic mail addresses
- Birthday recognition by the school or school activities
- A student ID number or other unique personal identifier that is displayed on a student ID badge

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Lakeview Academy to disclose information as directory information from your child's education records, you must notify Lakeview Academy by completing the **Student Directory Opt Out Form** by the first day of school. The **Student Directory Opt Out Form** can be found on the Lakeview Academy Website.

Student Recognition

Student Recognition Policy:

Student recognition activities are designed to encourage, celebrate, and recognize students for their positive character and academic achievement. Recognition may be given through the following:

Recognition Criteria:

Teachers in grades K-2 may choose students each quarter who have demonstrated great effort and achievement in the following areas.

- Reading
- Math

- Science/Health/PE
- Attendance
- Writing/Spelling
- Art/Music/Drama

Teachers in grades 3-6 may recognize students who meet the following criteria. Students may not have a failing grade or unsatisfactory citizenship in any class regardless of the overall percentage earned in order to be considered as a recipient for the Honor Roll or Director's List.

- Director's List – Students who receive an average of 90-100%
- Honor Roll – Students who receive an average of 80% and above
- Excellent Effort Awards – Each teacher may nominate students who demonstrate a consistent/increase in effort and/or performance, as determined by the teacher in the following areas:
 - Attendance
 - Reading
 - Math
 - Science/Health/PE
 - Writing/Spelling
 - Art/music/drama
 - History/Social Studies

Teachers in the Middle School may recognize students who meet the criteria as outlined below. Students may not have a failing grade or unsatisfactory citizenship in any class regardless of the overall percentage earned in order to be considered as a recipient for the Honor Roll or Director's List.

- Director's List – Students who have a GPA of 3.8-4.
- Honor Roll – Students who have a GPA of 3.5-3.75
- Excellent Effort Awards – Each teacher may nominate students who demonstrate a consistent/increase in effort and/or performance, as determined by the teacher.

All attendance awards will be determined by the following criteria.

- Outstanding Attendance – Students who have no more than 2 absences in the respective quarter.

Visitors and Volunteers

We enjoy our guests and encourage volunteers. *All visitors and volunteers must come to the front office upon arrival to receive an ID tag.* Lakeview Academy procedures require that guests not go beyond the front office until they are signed in. If parents or guardians wish to sit in a class to observe they are welcome.

Student Visitors

To provide for a safe environment, students and school personnel are ***not to have student visitors*** attend school with them at any time during school hours. This also applies to after school activities. A school administrator must approve all exceptions.

Withdrawal/Transferring Students

If a student is transferring to another school, the parent should notify the school immediately. A withdrawal form (needing parent signature) will be generated, grades will be assigned, and textbooks and library materials collected.

Based on the date of student withdrawal, Middle School activity fees can be refunded quarterly. The 9th grade camp fee can be refunded if the student withdraws before attending camp. All other fees are nonrefundable for students who withdraw after October 1st.

Student transcripts and health records will be forwarded, when requested, to the student's new school. We cannot send records with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to August 1.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Lakeview Academy receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Lakeview Academy to amend their child's or their education record should contact the school in writing, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lakeview Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Data Privacy and Security Governance Plan

Statement of Purpose

Lakeview Academy affirms that the efficient collection, analysis, and storage of student information are essential to improve the education of our students. Lakeview Academy recognizes the need to exercise care in the handling of confidential student information as the use of student data has increased and as technology has advanced. Lakeview Academy also

acknowledges that the privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), the Utah Student Data Protection Act (“SDPA”), and the Utah Student Privacy Act (“SPA”). Lakeview Academy acknowledges that violation of the Utah SDPA and SPA may result in civil penalties.

Lakeview Academy’s *Student Data Privacy and Security Governance Plan* has been adopted in accordance with the SDPA, U.C.A. §§53A-1-1401 and the Utah SPA. The Plan is designed to ensure only authorized disclosure of confidential information. The governance plan provides an organizational approach to the acquisition, use, security, and disposal of education data in order to protect student privacy. Lakeview Academy’s Board of Directors has designated the Executive Director as the Student Data Privacy Manager.

Defined Terms

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort, or institutional level and does not contain Personally Identifiable Information (PII).

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization’s systems, including user identification and password access, authenticating, access rights, and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student’s name; the name of the student’s family; the student’s address; the student’s social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student’s date of birth, place of birth, or mother’s maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student’s educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

Lakeview Academy follows applicable state and federal laws related to student privacy in the collection of student data.

Data Supervisory Officers

Executive Director as LEA Data Manager

The Executive Director has the following data management responsibilities:

- To authorize and manage the sharing outside the school of PII from a cumulative record
- To share personally identifiable student data under the following circumstances:
 - Of a student with the student and the student's parent;
 - When required by State or Federal law;
 - In an aggregate form with appropriate data redaction techniques applied;
 - For a school official;
 - For an authorized caseworker or other representative of the Department of Human Services or the Juvenile Court;
 - In response to a subpoena issued by a court;
 - As directory information
 - In response to submitted data requests from external researchers or evaluators;
- To ensure that personally identifiable student data is not shared for the purpose of external research or evaluation
- To create and maintain a list of all Lakeview Academy staff that have access to personally identifiable student data
- To ensure annual Lakeview Academy-level training on data privacy to all staff members, including volunteers
- Act as the primary local point of contact for the state student data officer
- Ensure compliance with security systems laws throughout the Lakeview Academy system, including:
 - Providing training and support to applicable Lakeview Academy employees, and,
 - Producing resource materials and plans for Lakeview Academy data security
- Investigate complaints of alleged violations of systems breaches
- Provide an annual report to the Board of Directors on Lakeview Academy's systems security needs

Access to Personally Identifiable Information

- Unless prohibited by law or court order, Lakeview Academy provides parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records and student performance data as per state and federal law;

- Lakeview Academy allows for authorized purposes, uses, and disclosures of data maintained by Lakeview Academy as a Local Education Agency (LEA);
- The Executive Director is responsible for granting, removing, and reviewing user access to student data.
- Lakeview Academy allows parents, students, and the public access to information about student data privacy and the security safeguards that protect the data from unauthorized access and use;
- Lakeview Academy provides contact information and a process for parents and students to request student and public school information from Lakeview Academy consistent with the law;
- Lakeview Academy's Audit Committee conducts an annual review of existing access and security safeguards;
- Access to PII maintained by Lakeview Academy shall be restricted to: (1) the authorized staff of Lakeview Academy who require access to perform their assigned duties; and (2) authorized employees of the Utah State Board of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties and who have signed agreements to protect and secure such data.
- Lakeview Academy's Student Data Privacy Manager may not share PII outside of the school as an education entity without a data authorization except:
 - With the student and the student's parent;
 - With a school official;
 - With an authorized caseworker or other representative of the Department of Human Services or Utah Juvenile Court, Division of Juvenile Justice Services, Division of Child and Family Services, Division of Services for People with Disabilities;
 - In response to a subpoena issued by a court, but not outside of the use described in the subpoena; and
 - With a person to whom the Student Data Privacy Manager's education entity has outsourced a service or function to research the effectiveness of a program's implementation or to perform a function that the education entity's employees would typically perform.
- The Student Data Privacy Manager may not share PII for the purpose of external research or evaluation.

Security

- Lakeview Academy has in place administrative security, physical security, and logical security controls to protect from a data breach or an unauthorized data disclosure.

- Lakeview Academy shall immediately notify the State Lakeview Director and the State Superintendent of Public Instruction in the case of a confirmed data breach or a confirmed unauthorized data disclosure.
- Lakeview Academy shall also notify in a timely manner affected individuals, students, and families if there is a confirmed data breach or a confirmed unauthorized data disclosure.
- If there is a release of a student's PII due to a security breach, Lakeview Academy shall notify the student, if the student is an adult student. If the student is not an adult student, Lakeview Academy will notify the student's parent or legal guardian.
- In accordance with R277-487-6, Lakeview Academy acknowledges that data maintained by Lakeview Academy, including data provided by contractors, may not be sold or used for marketing purposes (except with regard to authorized uses or directory information not obtained through a contract with an educational agency or institution).

Employee Non-Disclosure Assurances

All Lakeview Academy board members, employees, contractors, and volunteers must sign and obey the *Lakeview Academy Employee and Volunteer Non-Disclosure Agreement* which describes the permissible uses of state technology and information.

Non-Compliance

Non-compliance with the *Non-Disclosure Agreement* shall result in consequences up to and including removal of access to Lakeview Academy's network; if this access is required for employment, employees and contractors may be subject to dismissal.

Data Disclosure Protocols

This plan establishes the protocols and procedures for sharing data maintained by Lakeview Academy consistent with the disclosure provisions of the Federal Family Educational Rights and Privacy Act (FERPA) and Utah's SDPA.

- Lakeview Academy will provide parents with access to their child's educational records, or an eligible student access to his or her own educational records, within 45 days of receiving an official request.
- Lakeview Academy is not required to and will not provide information to parents or an eligible student concerning another student, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access.
- Lakeview Academy is not required to provide data that it does not maintain, nor is Lakeview Academy required to create education records in response to an eligible student's request.
- Publicly released reports shall not include PII and shall use aggregate data in such a manner that re-identification of individual students is not possible.

- Lakeview Academy has clearly defined in its communication Plan and in registration materials for parents what data is determined to be directory information.
- Lakeview Academy notifies parents in writing at registration about directory information which includes PII and offers parents an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a data breach or an unauthorized data disclosure.
- Lakeview Academy provides a disclosure statement to parents or guardians of Lakeview Academy students that meets the following criteria:
 - A prominent, stand-alone document;
 - Annually updated and published on Lakeview Academy's website;
 - States the necessary and optional student data that Lakeview Academy collects;
 - States that Lakeview Academy will not collect student data prohibited by the Utah Student Data Protection Act;
 - States that Lakeview Academy will not share legally collectible data without authorization;
 - States that students and parents are responsible for the collection, use, or sharing of student data as described in Section 53A-1-1405 which states that a student owns his/her personally identifiable student data and that a student may download, export, transfer, save, or maintain the student's data, including documents;
 - Describes how Lakeview Academy may collect, use, and share student data;
 - Includes the following statements: "The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly."
 - Describes in general terms how Lakeview Academy stores and protects student data; and
 - States a student's rights related to his/her data.
- Lakeview Academy will train employees, aides, and volunteers regarding confidentiality of personally identifiable student information and student performance data, as defined in FERPA.

General Non-Disclosure Assurances

All student data used by Lakeview Academy is protected as defined by FERPA and Utah statute. All Lakeview Academy staff must sign a *Lakeview Academy Employee and Volunteer Non-Disclosure Agreement* to verify acknowledgement, receipt, and intent to adhere to this *Data Governance Plan*.

All Lakeview Academy employees will do the following:

- Complete student data privacy and security training and abide by school policies for network use and data security and privacy;

- Consult with Lakeview Academy internal data officers when creating or disseminating reports containing data;
- Use password-protected computers/devices when accessing any student-level or staff-level records;
- Refuse to share individual passwords for personal computers or data systems with anyone without authorized access;
- Log out of any data system/portal and close the browser after each use;
- Store sensitive data on appropriate, secured location;
- Keep printed reports with PII in a locked location while unattended;
- Use a secure document destruction service provided at Lakeview Academy when disposing of such records;
- Refuse to share personally identifying data during public presentations, webinars, etc., if users need to demonstrate child/staff level data;
- Redact any PII information when sharing sample reports with general audiences in accordance with guidance provided by the student data manager;
- Take steps to avoid disclosure of PII in reports, such as aggregating, data suppression, rounding, recording, blurring, perturbation, etc.;
- Delete files containing sensitive data after using them on computers, or move them to secured servers or personal folders accessible only by authorized parties;
- NOT use email to send screenshots, text, or attachments that contain PII or other sensitive information. If users receive an email containing such information, they must delete the screenshots/text when forwarding or replying to these messages. If there is any doubt about the sensitivity of the data the Student Data Privacy manager should be consulted;
- Use secure methods when sharing or transmitting sensitive data as approved by Lakeview Academy.
- Share within secured server folders is appropriate for Lakeview Academy's internal file transfer;
- NOT transmit child/staff-level data externally unless expressly authorized in writing by the data owner and then only transmit data via approved methods;
- Limit use of individual data to the purposes which have been authorized within the scope of job responsibilities.

Data Disclosure to Requesting External Person or Organizations

- Lakeview Academy may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a State or Federal program reporting requirements, audit, or evaluation.

- A requesting governmental agency must provide evidence of the Federal or State requirements to share data in order to satisfy FERPA disclosure exceptions. The Director of Educational Technology will ensure that the proper data disclosure avoidances are included if necessary.
- Lakeview Academy may share data that do not disclose personally identifiable information with an external researcher or evaluator for projects unrelated to Federal or State requirements if the following conditions have been met:
 - A Lakeview Academy Director or board member sponsors an external researcher or evaluator request;
 - Student data are not PII and are de-identified through disclosure avoidance techniques and other pertinent techniques as determined collaboratively by the Executive Director and the Director of Educational Technology.
 - Researchers and evaluators supply Lakeview Academy a copy of any publication or presentation that uses Lakeview Academy data at least 10 days prior to any publication or presentation.

Data Security and Privacy Training

- Lakeview Academy will provide a range of training opportunities for all Lakeview Academy staff, including volunteers, with authorized access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.
- Lakeview Academy will also require all employees and volunteers to sign both the *Network Access Policy and Agreement*, which describes the permissible uses of technology and information, and Lakeview Academy's *Confidentiality Agreement*, which prohibits employees' disclosure of confidential personally identifiable information.
- Lakeview Academy will also provide targeted security and privacy training for data stewards and IT staff, as well as for any other groups that collect, store, or disclose data.
- Participation in the training is required and documented.

Third Party Vendors

- Lakeview Academy's contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
 - Requirement that the third party provider meet the definition of a school official under 34 CFR 99.31 (a)(1)(i)(B); this definition allows for the inclusion of professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, consultant, volunteer, or other party to whom the school has outsourced institutional services or functions.

- Requirement that the third-party provider assure compliance with Utah's SDPA through its MOU with Lakeview Academy;
 - Requirement that the contract between the LEA and the third party provider include a provision that the data is the property of Lakeview Academy;
 - Requirement that the vendor agree to comply with any and all applicable state and federal law;
 - Requirement that the provider have in place administrative security, physical security, and logical security controls to protect from a data breach or unauthorized data disclosure;
 - Requirement that the provider restrict access to PII to the authorized staff or to only those providers who require such access to perform their assigned duties;
 - Prohibition against the provider's secondary use of PII including sales, marketing or advertising;
 - Requirement that Lakeview Academy monitor and maintain control of the data;
 - Requirement that, if Lakeview Academy contract with a third party provider to collect and have access to Lakeview Academy's data as described in R277-487-3B(5), Lakeview Academy must notify a student and the student's parent or guardian in writing that the student's data is collected and maintained by the third party provider;
 - Requirement for data destruction and an associated timeframe; and
 - Penalties for non-compliance with the above provisions.
- Lakeview Academy's Third Party Contractors are legally allowed to engage in the following activities:
 - The use of student data for adaptive learning or customized student learning purposes;
 - Marketing of an educational application or product to a parent or legal guardian of a student if the third party contractor did not use student data, shared by or collected on behalf of Lakeview Academy, to market the educational application or product;
 - Use a recommendation engine to recommend services or content that relates to learning or employment within the third party contractor's internal application, if the recommendation is not motivated by payment or other consideration from another party;
 - Respond to a student's request for information or feedback, if the content of the response is not motivated by payment or other consideration from another party;
 - Use student data to allow or improve the operability and functionality of the third party contractor's internal application.

- At the completion of a contract with Lakeview Academy, if the contract has not been renewed, a third party contractor shall return all personally identifiable student data to Lakeview Academy, and, to the maximum extent possible, delete all personally identifiable student data related to the third party contractor's work.
- A third party contractor may not (except as provided in Subsection 6(b) of the Utah Student Data Protection Act):
 - Sell student data;
 - Collect, use, or share student data, if the collection, use, or sharing of the student data is inconsistent with the third party contractor's contract with Lakeview Academy; or
 - Use student data for targeted advertising.
- A person may obtain student data through the purchase of, merger with, or otherwise acquiring a third party contractor if the third party contractor remains in compliance with state and federal law, this Plan, and Lakeview Academy's previous contract with the original third party.
- The provisions of this section of Lakeview Academy's *Student Data Privacy and Security Plan* do not apply to the use of an external application, including the access of an external application with login credentials created by a third party contractor's internal application; nor do they apply to the providing of Internet service; nor do they impose a duty on a provider of an interactive computer service, as defined by the Utah SDPA.

Data Breach Protocols

Lakeview Academy shall follow industry best practices to protect information and data. In the event of a data breach or inadvertent disclosure of personally identifiable information, Lakeview Academy staff shall follow industry best practices in responding to the breach. Furthermore, Lakeview Academy shall follow best practices for notifying affected parties, including students, in the case of an adult student, or parents or legal guardians, if the student is not an adult student.

- Concerns about security breaches must be reported immediately to the Executive Director or Director of Educational Technology who will collaborate with appropriate Lakeview Academy administrators to determine whether a security breach has occurred.
- If the Lakeview Academy administrative team determines that one or more employees or contracted partners have substantially failed to comply with this Plan and other relevant privacy policies, the team will determine appropriate consequences, which may include termination of employment or a contract and further legal action.
- Concerns about security breaches that involve the Director of Educational Technology must be reported directly to the Executive Director.

- Concerns about security breaches that involve the Executive Director must be reported directly to the Chairman of Lakeview Academy's Board of Directors.
- Lakeview Academy will provide and periodically update, in keeping with industry best practices, resources for Utah LEAs in preparing for and responding to security breaches.

Record Retention and Expungement

Lakeview Academy staff shall retain and dispose of student records in accordance with Section 63G-2-604, 53A-1-1407, and shall comply with active retention schedules for student records per the Utah Division of Archive and Record Services. I

- In accordance with 53A-1-1407, Lakeview Academy shall expunge student data that is stored upon the request of a student, if the student is at least 23 years old.
- Lakeview Academy may expunge medical records and behavioral test assessments.
- Lakeview Academy will not expunge student records of grades, transcripts, or records of a student's enrollment or assessment information except as allowed by law.
- Lakeview Academy will collaborate with Utah State Archives and Records Services in updating data retention schedules. Student-level discipline data will be expunged after three years.

Quality Assurances and Transparency Requirements

The quality of data is a function of accuracy, completeness, relevance, consistency, reliability, appropriate accessibility, and data interpretation and use. This Plan is structured to encourage the effective and appropriate use of educational data. Lakeview Academy acknowledges that adherence to compliance and data-driven decision making guide what data is collected, reported, and analyzed at the school.

- Where possible, data are collected at the lowest level available (at the student/teacher level); no aggregate data collections are necessary if the aggregate data can be derived or calculated from the detailed data;
- For all data collections, Lakeview Academy establishes clear guidelines for data collection and the purpose of the data request;
- Lakeview Academy's State-level data are audited by external, independent auditors yearly as a check on accuracy or to investigate the source of any anomalies;
- Before releasing high-risk data, the Executive Director and Director of Educational Technology must complete a review of the reliability, validity, and presentation of the data, and must follow all protocols in this Plan related to appropriate disclosure.

Data Transparency

In accordance with the Utah SDPA, Lakeview Academy will annually publish all its disclosures of student personally identifiable information on the Utah State Meta Dictionary developed by USBE and located on the Data Gateway. Lakeview Academy will also provide a link from its webpage to the Meta Dictionary where this disclosure may be found.

Technology Security Plan

Lakeview Academy has established this plan in order to support the maintenance and protection of student data and other education-related data or information that Lakeview Academy stores, transmits, or otherwise manages by technology.

This plan is part of Lakeview Academy's overall Data Governance Plan and follows the guidelines and requirements set forth in *Utah's Student Data Protection Act (SDPA)*, U.C.A. §53A-1-1401 *et seq.* In addition, Lakeview Academy conforms with all federal and state privacy and governance laws including the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (hereinafter "FERPA"), the Government Records and Management Act U.C.A. §62G-2 (hereinafter "GRAMA"), U.C.A. §53A-1-1401 *et seq.* and Utah Administrative Code R277-487.

Purpose

The purpose of this plan is to identify the procedures for all individuals accessing and using Lakeview Academy's Information Technology assets and resources and to ensure that all users abide by the prescriptions regarding the security of data stored digitally within the boundaries over which Lakeview Academy has direct authority or contractual authority.

Technology Security

Lakeview Academy supports a secure network system, including security for all personally identifiable information that is stored on paper or stored digitally on Lakeview Academy-maintained computers and networks. This plan supports efforts to mitigate threats that may cause harm to Lakeview Academy, its students, or its employees.

- Lakeview Academy will ensure reasonable efforts to maintain network security.
- Lakeview Academy acknowledges that data loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc. and may not be preventable.
- All persons granted access to Lakeview Academy's network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of Lakeview Academy devices and the network.
- When an employee or other user becomes aware of suspicious activity, he/she must immediately contact the Executive Director or Director of Educational Technology with the relevant information.
- Lakeview Academy requires all third-party vendors/contractors that have access to critically sensitive data to sign a *Memorandum of Understanding Between Lakeview Academy and Third-Party Vendors* before these vendors/contractors have access to Lakeview Academy's systems or information.

Procedures

Definitions

Access: To directly or indirectly use, to attempt to use, to instruct, to communicate with, to cause input to, to cause output from, or otherwise to make use of any resources of a computer,

computer system, computer network, or to use any means of communication with a computer, computer system, or computer network.

Authorization: Having the express or implied consent or permission of the owner, or of the person authorized by the owner, to give consent or permission to access a computer, computer system, or computer network in a manner not exceeding the consent or permission.

Computer: Any electronic device or communication facility that stores, retrieves, processes, or transmits data.

Computer System: A set of related, connected or unconnected, devices, software, or other related computer equipment.

Computer Network: The interconnection of communication or telecommunication lines between computers or computers and remote terminals; or the interconnection by wireless technology between computers or computers and remote terminals.

Computer Property: Electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, and any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of the above.

Confidential Information: Data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it not be available to others without the owner's or custodian's permission.

Encryption or Encrypted Data: The translation of data into another form or code so that only people with access to a decryption key or password can access the data.

Personally Identifiable Information: Any data that may potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data.

Security System: A computer, computer system, network, or computer property that has some form of access control technology, such as encryption, password protection, other forced authentication, or access control designed to keep out unauthorized persons.

Sensitive Data: Data that contains personally identifiable information.

System Level: Access to the system that is considered full administrative access, including operating system access and hosted application access.

Security Responsibility: Lakeview Academy has appointed the Executive Director and the Director of Educational Technology as IT Security Officers responsible for overseeing Lakeview

Academy-wide IT security, to include the development of Lakeview Academy's policies and adherence to the standards defined in this plan and related policies.

Training

- Lakeview Academy shall ensure that all Lakeview Academy employees who have access to sensitive information receive annual IT security training that emphasizes their personal responsibility for protecting student and employee information.
- Lakeview Academy shall ensure that all students are informed of Cyber Security Awareness.

Physical Security

Computer Security

Lakeview Academy shall ensure that any user's computer will not be left unattended and unlocked, especially when logged into sensitive systems or data, including student or employee information. Automatic log off, locks and password screen savers will be used to enforce this requirement. Lakeview Academy shall also ensure that all equipment that contains sensitive information will be secured in order to deter theft.

Server/Network Room Security

Lakeview Academy shall ensure that server rooms and telecommunication rooms/closets are protected by appropriate access control which segregates and restricts access from general school or office areas. Access control shall be enforced using either keys, electronic card readers, or a similar method so that only those IT or other staff members having access necessary to perform their job functions are allowed unescorted access.

Telecommunication rooms/closets may only remain unlocked or unsecured when because of building design it is impossible to do otherwise or due to environmental problems that require the door to be opened.

Contractor Access

Before any contractor is allowed access to any computer system, server room, or telecommunication room, the contractor will need to present a company issued identification card, and his/her access will need to be confirmed directly by the authorized employee who issued the service request or by Lakeview Academy's Executive Director or Director of Educational Technology.

Network Security

Network perimeter controls will be implemented to regulate traffic moving between trusted internal (Lakeview Academy) resources and external, untrusted (Internet) entities. All network transmission of sensitive data will include encryption where technologically feasible.

Network Segmentation

Lakeview Academy shall ensure that all untrusted and public access computer networks are separated from its main computer network and will utilize security policies to ensure the integrity

of those computer networks. Lakeview Academy will also utilize industry standards and current best practices to segment internal computer networks based on the data they contain. This action will be taken to prevent unauthorized users from accessing services unrelated to their job duties and to minimize potential damage from other compromised systems.

Wireless Networks

No wireless access point shall be installed on Lakeview Academy's computer network that does not conform with current network standards as determined by the Director of Educational Technology. Any exceptions to this must be approved directly in writing by the Executive Director. Lakeview Academy shall scan for and remove or disable any rogue wireless devices on a regular basis. All wireless access networks shall conform to current best practices and shall utilize at minimal WPA encryption for any connections. Open access networks are not permitted, except on a temporary basis when deemed necessary.

Remote Access

Lakeview Academy shall ensure that any remote access with connectivity to Lakeview Academy's internal network is achieved using the Lakeview Academy's centralized VPN service that is protected by multiple factor authentication systems. Any exception to this plan must be due to a service provider's technical requirements and must be approved by the Director of Educational Technology.

Access Control

System and application access will be granted based upon the least amount of access to data and programs required by the user in accordance with a business "need-to-have" requirement.

Authentication

Lakeview Academy shall enforce strong password management for employees, students, and contractors.

- Password Creation: All server system-level passwords must conform to the password construction guidelines determined by the Director of Educational Technology as per the Data Governance Plan.
- Password Protection: Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential information.
- 2-Step Verification is required for all Lakeview Academy staff accounts.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Passwords must not be revealed over the phone to anyone.
- Passwords may not be revealed on questionnaires or security forms.
- The content or format of passwords may not be disclosed in an insecure communication or as a hint.
- Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Authorization

Lakeview Academy shall ensure that user access shall be limited to only those specific access requirements necessary for employees to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access. Lakeview Academy shall ensure that user access will be granted and/or terminated upon timely receipt, and the Administration's approval, of a documented access request/termination.

Accounting

Lakeview Academy shall ensure that audit and log files are maintained for at least ninety days for all critical security-relevant events such as invalid logon attempts, changes to the security plan/ configuration, and failed attempts to access objects by unauthorized users, etc.

Administrative Access Controls

Lakeview Academy shall limit IT Administrator privileges (operating system, database, and applications) to the minimum number of staff required to perform these sensitive duties.

Incident Management

Lakeview Academy will design its monitoring and response to IT related incidents to provide early notification of events and rapid response and recovery from internal or external network or system attacks.

Business Continuity

To ensure continuous critical IT services, Lakeview Academy will develop a business continuity/disaster recovery plan appropriate for the size and complexity of Lakeview Academy IT operations. Lakeview Academy shall also develop and deploy a district-wide business continuity plan which should include as a minimum:

- Backup Data: Procedures for performing routine daily/weekly/monthly backups and storing backup media at a secured location other than the server room or adjacent facilities. As a minimum, backup media must be stored off-site a reasonably safe distance from the primary server room.
- Secondary Locations: Identify a backup processing location.
- Emergency Procedures: Document a calling tree with emergency actions to include recovery of backup data, restoration of processing at the secondary location, and generation of student and employee listings for ensuring a full head count of all students.

Malicious Software

Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

- Lakeview Academy shall install, distribute, and maintain spyware and virus protection software on all district-owned equipment, i.e. servers, workstations, and laptops.

- Lakeview Academy shall ensure that malicious software protection will include frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (real time) on all operating servers/workstations.
- Lakeview Academy shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.
- Lakeview Academy will ensure that all computers use Lakeview Academy's approved anti-virus solution.
- Any exceptions this section must be approved by the Director of Educational Technology or Executive Director.

Internet Content Filtering

In accordance with Federal and State Law, Lakeview Academy shall filter internet traffic for content defined in law that is deemed harmful to minors.

- Lakeview Academy acknowledges that technology-based filters are not always effective at eliminating harmful content and, therefore, Lakeview Academy uses a combination of technological means and supervisory means to protect students from harmful online content.
- Lakeview Academy provides a technology based filtering solution for Lakeview Academy devices that students in assigned grades take home.
- Lakeview Academy personnel supervise students when they access the internet using Lakeview Academy-owned devices on school property.
- Lakeview Academy relies on parents to provide the physical supervision necessary to protect students from accessing harmful online content at home.

Data Privacy

Lakeview Academy considers the protection of the data it collects on students, employees and their families to be of the utmost importance.

- Lakeview Academy protects student data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ("FERPA"), the Government Records and Management Act U.C.A. §62G-2 ("GRAMA"), U.C.A. §53A-1-1401 et seq., 15 U.S. Code §§ 6501–6506 ("COPPA"), and Utah Administrative Code R277-487 ("Student Data Protection Act").
- Lakeview Academy shall ensure that access to employee records shall be limited to only those individuals who have specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

Security Audit and Remediation

Lakeview Academy shall perform routine security and privacy audits in congruence with the Lakeview Academy Data Governance Plan. Lakeview Academy personnel shall develop remediation plans to address identified lapses in accordance with Lakeview Academy Information Security Remediation Plan.

Employee Disciplinary Actions

Employee Disciplinary Actions shall be in accordance with applicable laws, regulations and Lakeview Academy policies. Any employee found to be in violation of this plan or related policies may be subject to disciplinary action up to and including termination of employment with Lakeview Academy.

Data Governance Plan

1. Governing Principles

Lakeview Academy (referred to as the LEA throughout) takes its responsibility toward student data seriously. This governance plan incorporates the following Generally Accepted Information Principles (GAIP):

- **Risk:** There is risk associated with data and content. The risk must be formally recognized, either as a liability or through incurring costs to manage and reduce the inherent risk.
- **Due Diligence:** If a risk is known, it must be reported. If a risk is possible, it must be confirmed.
- **Audit:** The accuracy of data and content is subject to periodic audit by an independent body.
- **Accountability:** An organization must identify parties which are ultimately responsible for data and content assets.
- **Liability:** The risks in information means there is a financial liability inherent in all data or content that is based on regulatory and ethical misuse or mismanagement.

2. Data Maintenance and Protection Policy

The LEA recognizes that there is risk and liability in maintaining student data and other education-related data and will incorporate reasonable data industry best practices to mitigate this risk.

2.1 Process

In accordance with [R277-487](#), the LEA shall do the following:

- Designate an individual as an Information Security Officer
- Adopt the [CIS Controls](#) or comparable
- Report to the USBE by October 1 each year regarding the status of the adoption of the CIS controls or comparable and future plans for improvement.

3. Roles and Responsibilities Policy

The LEA acknowledges the need to identify parties who are ultimately responsible and accountable for data and content assets. These individuals and their responsibilities are as follows:

3.1 Data Manager roles and responsibilities

- authorize and manage the sharing, outside of the student data manager's education entity, of personally identifiable student data for the education entity as described in this section
- provide for necessary technical assistance, training, and support
- act as the primary local point of contact for the state student data officer
- ensure that the following notices are available to parents:
 - annual FERPA notice (see [34 CFR 99.7](#)),
 - directory information policy (see [34 CFR 99.37](#)),
 - survey policy and notice (see [20 USC 1232h](#) and [53E-9-203](#)),
 - data collection notice (see [53E-9-305](#))

3.2 Information Security Officer

- Oversee adoption of the CIS controls
- Provide for necessary technical assistance, training, and support as it relates to IT security

4. Training and Support Policy

The LEA recognizes that training and supporting educators and staff regarding federal and state data privacy laws is a necessary control to ensure legal compliance.

4.1 Procedure

1. The data manager will ensure that educators who have access to student records will receive an annual training on confidentiality of student data to all employees with access to student data. The content of this training will be based on the Data Sharing Policy.
2. By October 1 each year, the data manager will report to USBE the completion status of the annual confidentiality training and provide a copy of the training materials used.
3. The data manager shall keep a list of all employees who are authorized to access student education records after having completed a training that meets the requirements of [53E-9-204](#).

5. Audit Policy

In accordance with the risk management priorities of the LEA, the LEA will conduct an audit of:

- The effectiveness of the controls used to follow this data governance plan; and
- Third-party contractors, as permitted by the contract described in [53E-9-309\(2\)](#).

6. Data Sharing Policy

There is a risk of redisclosure whenever student data are shared. The LEA shall follow appropriate controls to mitigate the risk of redisclosure and to ensure compliance with federal and state law.

6.1 Procedure

1. The data manager shall approve all data sharing or designate other individuals who have been trained on compliance requirements with FERPA.
2. For external research, the data manager shall ensure that the study follows the requirements of FERPA's study exception described in [34 CFR 99.31\(a\)\(6\)](#).
3. After sharing from student records, the data manager shall ensure that an entry is made in the LEA Metadata Dictionary to record that the exchange happened.
4. After sharing from student records, the data manager shall make a note in the student record of the exchange in accordance with [34 CFR 99.32](#).

7. Expungement Request Policy

The LEA recognizes the risk associated with data following a student year after year that could be used to mistreat the student. The LEA shall review all requests for records expungement from parents and make a determination based on the following procedure.

7.1 Procedure

The following records may not be expunged: grades, transcripts, a record of the student's enrollment, assessment information.

The procedure for expungement shall match the record amendment procedure found in [34 CFR 99, Subpart C](#) of FERPA.

1. If a parent believes that a record is misleading, inaccurate, or in violation of the student's privacy, they may request that the record be expunged.
2. The LEA shall decide whether to expunge the data within a reasonable time after the request.
3. If the LEA decides not to expunge the record, they will inform the parent of their decision as well as the right to an appeal hearing.
4. The LEA shall hold the hearing within a reasonable time after receiving the request for a hearing.
5. The LEA shall provide the parent notice of the date, time, and place in advance of the hearing.
6. The hearing shall be conducted by any individual that does not have a direct interest in the outcome of the hearing.
7. The LEA shall give the parent a full and fair opportunity to present relevant evidence. At the parents' expense and choice, they may be represented by an individual of their choice, including an attorney.

8. The LEA shall make its decision in writing within a reasonable time following the hearing.
9. The decision must be based exclusively on evidence presented at the hearing and include a summary of the evidence and reasons for the decision.
10. If the decision is to expunge the record, the LEA will seal it or make it otherwise unavailable to other staff and educators.

8. Data Breach Response Policy

The LEA shall follow industry best practices to protect information and data. In the event of a data breach or inadvertent disclosure of personally identifiable information, the LEA staff shall follow industry best practices for responding to the breach.

8.1 Procedures

1. School Leadership will work with the information security officer to designate individuals to be members of the cyber incident response team (CIRT)
2. At the beginning of an investigation, the information security officer will begin tracking the incident and log all information and evidence related to the investigation.
3. The information security officer will call the CIRT into action once there is reasonable evidence that an incident or breach has occurred.
4. The information security officer will coordinate with other IT staff to determine the root cause of the breach and close the breach.
5. The CIRT will coordinate with legal counsel to determine if the incident meets the legal definition of a significant breach as defined in [R277-487](#) and determine which entities and individuals need to be notified.
6. If law enforcement is notified and begins an investigation, the CIRT will consult with them before notifying parents or the public so as to not interfere with the law enforcement investigation.

9. Publication Policy

The LEA recognizes the importance of transparency and will post this policy on the LEA website.