

# **Lakeview Academy**

## Employee Handbook

**Lakeview Academy**

**801-331-6788**

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**Saratoga Springs, UT 84045**

[www.lakeview-academy.com](http://www.lakeview-academy.com)

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## **Mission Statement**

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 that 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

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

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

## **Non-Discriminatory Policy**

Lakeview Academy admits students of any race, color, national or ethnic origin and honors all the rights, privileges, programs and activities generally accorded to, or made available to, students in the school. Lakeview Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic teams, or other school administered programs.

## **What is a Charter School?**

Charter schools are public schools created by a group of parents, teachers and/or community leaders who see an educational need in their community and want to meet that need. To operate, charter founders must submit an application for approval by the State Charter School Board or the board of a school district. Like other public schools, charter schools serve students from kindergarten through the 12th grade.

Charters schools offer parents and students additional choices about where students attend school and the school's curricular emphasis. They allow educators freedom to try new strategies to inspire students and to experiment with innovative ways of educating students. Also, charter schools allow individuals and organizations outside of the traditional education system to create and run public schools.

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## **Responsibilities of the 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 or District 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. Some of the responsibilities of the Board of Trustees are:

- Guide and ensure the implementation of Lakeview Academy's charter
- Guide and ensure the success and mission of Lakeview Academy
- Approve the school's yearly goals and improvement strategies as established by the Director(s)(s)
- Make all major school policies
- Conduct, manage, and control the affairs and activities of Lakeview Academy
- Establish rules, regulations, and policies
- Elect Trustees, appoint committees, and delegate authority
- Enter into contracts, leases, and other agreements which are, in the Trustees judgment, necessary or desirable in advancing the interests of Lakeview Academy
- Amend the corporation's bylaws as deemed necessary
- Hire employees and renew employee contracts
- Report to the State as required
- Oversee the Director(s)(s) and the Lakeview Academy Site Advisory Council
- Manage any elections
- Manage conflict resolution of issues in the school community
- Monitor and measure the school's three-year charter implementation plan, which will be developed by the school's Director(s)

## **Lakeview Academy Charter School Employment**

### **The Employment Relationship**

This general statement of policy applies to all employees of Lakeview Academy Charter School. By joining or continuing employment with the Lakeview Academy Charter School, each employee agrees to follow official policies and practices which may be in force at any time.

Unless otherwise provided in a written Employment Agreement, all employees should remember that the employment relationship exists by mutual agreement. Consequently, either party can terminate the employment relationship at will, at any time, with or without notice. This manual therefore does not constitute an agreement for continued employment or any employment of any length. No one is authorized to change that at will nature of the employment relationship unless it is done in writing and signed by the Director(s) and Board President.

Lakeview Academy, operating through its Board of Trustees, may establish policies, guidelines, procedures, and regulations for the operation of Lakeview Academy. When Lakeview Academy, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training, and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure. The employees of Lakeview Academy understand and acknowledge that the Lakeview Academy retains its status as an at-will employer at all times.

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## **Equal Opportunity Employment**

Lakeview Academy Charter School is an equal opportunity employer. This means that employment decisions are based solely on qualifications for a specific position, and not on age, gender, race, color, ancestry, religion, sexual orientation, marital status, national origin, or any medical condition or physical or mental disability which does not directly affect a person's ability to meet the specific requirements of the position. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, advancement, training, transfer, discipline, layoff, and discharge.

**Disabled Employees:** Lakeview Academy Charter School will make reasonable accommodations for disabled employees. If you require accommodation, it is your obligation to contact the Director(s). You will be asked to provide appropriate documentation.

**Reporting Violations:** The equal employment opportunity officer is the Director(s). If you believe you have been discriminated against any impermissible basis, including any of the basis identified above, please report it immediately using the procedures for reporting complaints:

[http://www.eeoc.gov/charge/overview\\_charge\\_filing.html](http://www.eeoc.gov/charge/overview_charge_filing.html)

Definition of Full-Time Employees

**Employees whose employment agreement schedules a minimum of 30 hours of work in a given work week during the school year.**

### **Regular Part Time Employees**

Employees who are regularly scheduled a minimum of 20 but fewer than 30 hours per week during a 10-month period

### **Personnel Files**

Employee files and benefit records are considered confidential.

### **Teaching Licenses**

Teachers have been hired with current Education Licenses in the state of Utah, or teachers have been hired with the understanding that they would pursue an ARL (Alternative Route to Licensure) or other qualifying Utah license. Taking and passing necessary tests, and taking necessary course work to maintain this credential is the teacher's responsibility.

It is the teacher's responsibility to provide the following as requested:

- Correct and update personal information
- Social Security Card
- Picture ID
- Employment eligibility verification (I-9)
- Copies of all academic records, credentials, degrees
- Copies of current academic licensing
- Background check
- Enrollment into benefits program (as applicable)
- Other forms as necessary

### **Inspection of your File and/or Benefits Records**

You may inspect your own personnel file by making an appointment with the Director(s) and stating your desire to review your file. Files will be inspected in the presence of one of the employees of the office and may not be taken out of the office. Benefit information, such as sick leave records, personal days used, or hours worked may also be reviewed. The school will make all reasonable efforts to accommodate requests.

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## **Hours of Work**

School operating hours are from 8:00-2:55, Monday-Thursday. Teachers are expected to be on campus and available from 7:30-3:30, Monday-Thursday. Friday schedule will be from 7:30 – 2:00. Wednesday professional development/collaboration meeting will be from 3-5 pm. Please notify the office if you are going to be late. Please fill out a PTO (paid time off) form if you are going to be absent from school or need to arrive or leave more than 30 minutes outside of scheduled time.

## **Concurrent Employment**

Lakeview Academy has no objections to an employee holding another job as long as he or she can effectively meet the performance standards for his/her position at the school. However, concurrent employment is prohibited where there are conflicts of interest that could be unfavorable or damaging to the school and impede a teacher's ability to perform his/her assigned duties.

## **Telephone Usage and Telephone Messages**

We encourage you to use school phones, work e-mail, and the school's approved student database system to communicate with parents and for other necessary school business. These phone calls should be before or after school, during a lunch break, etc. Phone calls are inappropriate during teaching time

### **Cell Phones:**

Employees should not be on their phones during work hours except in an emergency. Texting, games, watching videos, movies, etc. are inappropriate during school hours, and will result in a negative notice in your personnel file.

### **Messages:**

Messages will be taken for you and placed in your box by the office personnel or in most cases forwarded to your voicemail. In the case of an emergency the message will be delivered to you. Please limit calls coming to you during school hours to work related calls. Please make every attempt to respond to parent messages within 24 hours.

**Phone Answering:** When answering the phone, please remember that you are representing Lakeview Academy to the caller. Always answer the phone with a greeting, the name of the school, your name, and "How can I help you?"

### **Student Use of Classroom Phones:**

All office phones are reserved for business purposes. There is a student phone located in the lobby area. Students wishing to use the student phone need to obtain a hall pass before being sent to the office. The classrooms have phones and students are discouraged from using them except in the event of an emergency.

### **Emergencies:**

In the event of an emergency in your classroom, please call 911 from your classroom phone. It is not necessary to call the office first. Once 911 has been called, if it is safe to do so, send a student to inform the office with details so they can contact parents and send appropriate staff to support. Someone in the classroom should remain on the phone with 911 dispatch until the paramedics or authorities arrive.

## **Blood borne Pathogens Exposure Control Plan**

Universal precautions will be observed in this school to prevent contact with blood and other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

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## **Chemical Exposure**

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at the school. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following controls will be used: gloves and hand washing.

## **Child Abuse Reporting**

The Child Abuse Reporting Law requires certain professions, including teachers, school administrators, and any child care custodian, to report suspected abuse to the proper authorities. The reporting law requires the child protective agency first receiving the report to cross-report to other child protective agencies and to the district attorney. All reports are to be made by telephone immediately or as soon as practically possible and in writing within 36 hours using required forms. The Utah hotline number for reporting abuse is: 855-323-3237. The administration may assist with this process; however, you are the only person that can fill out the written report. The legal responsibility of reporting ultimately falls upon the person who witnessed or suspected the abuse. Utah law 62A-4a-412 ensures that the anonymity of those reporting or investigating child abuse or neglect shall be preserved.

## **Drug and Alcohol Free Workplace**

It is the expressed policy of the State of Utah to create and maintain a drug-free workplace, as required by the Drug-Free Workplace Act of 1988. The possession or sale of alcohol and other illegal substances on school property is prohibited. Furthermore, employees may not report to work under the influence of such substances. Any employee violating these standards is subject to disciplinary action up to and including termination.

## **Smoke Free Campus**

Lakeview Academy is a smoke-free campus. Staff, parents or visitors are not allowed to smoke anywhere on the school grounds. Additionally, smoking is not permitted while supervising the children in a school-sponsored off-campus activity. Violators will be subject to state laws.

## **Emergency Plan**

While we do not expect a natural disaster (such as an earthquake) or man-related disaster (such as a chemical spill) to occur during school hours it is nonetheless necessary that we establish a plan for operation under such conditions. A copy of the School Emergency Plan and Procedures will be available in the office and in each classroom. In addition, a campus exit route map is posted in each classroom above the light switch.

## **Fingerprints: Utah Criminal History and National Child Protection Act Background Checks**

Utah Law 53-10-108 allows qualifying entities to request Utah criminal history information. Public law 105-251, the Volunteers for Children Act which amended the National Child Protection Act of 1993, was enacted October 9, 1998 to allow these same qualifying entities the right to request fingerprint-based national criminal history record checks of their volunteers and employees. There are several options available. Please see the school secretary for more information.

## **Reference Checks**

Pursuant to Utah Code 53G-11-410 Reference Check Requirements for LEA Applicants and Volunteers, Lakeview Academy's Administrative and Secretarial staff will call all references listed on the Release and Reference Check Authorization form and ask if the reference has any knowledge of there being any action taken against the applicant for physical or sexual abuse of a child or student.

## **Professional Behavior and Communication**

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Professional behavior in regards to confidentiality includes:

Conversations about student behavior, diagnosis or academic work are to be shared only with that student's parents, the Administrator or another teacher or staff member who is working with that student. Be careful as people will ask you for information that is confidential. Conversations containing

sensitive information should be held in a private setting.

Information in students' cumulative folders and records are confidential and available to the child's parents and Administrator only. These folders are available upon request and **may not to be removed from the office.**

All diagnostic information and medication information is confidential.

Communication problems or other issues that may occur between faculty members, parents, Board of Trustees, and staff should be resolved directly with the persons involved and as soon as they occur. Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, please follow the steps outlined in the school's Grievance Policy.

Parents who bring problems to the Director(s) about a teacher should be initially referred back to the teacher for communication about this problem. Parents who bring problems to the Teacher about the Director(s) should be referred to the Director(s). Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, please follow the steps outlined in the school's Grievance Policy.

### **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.

### **Video Policy**

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

Videos should be used sparingly and must be approved by administration prior to being shown to students. Videos should only be used for educational purposes. Administration will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise. Full-length movies, as a general rule, should not be shown, unless they are broken up into segments with student discussion/exercises in between. An activity proposal is required if a full-length movie or a clip longer than 15 minutes is to be shown. The curricular tie-in must be outlined on the activity proposal. \_

### **Prohibited Items**

Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, or occupation.

Any sectarian or denominational doctrine or propaganda contrary to law.

Material which contains or implies excessive violence, sexual situations, or improper language.

### **Supplies**

Each new teacher will be outfitted with startup supplies as well as having access to general supplies and tools available in the workroom such as butcher paper etc. If there is an additional need for supplies each teacher will have an additional classroom budget as determined by the Director(s). For all needs above and beyond amounts allocated, an order must be turned in at the office for approval by administration.

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## **Copying Materials**

We have copiers available to reproduce classroom materials. Please be frugal in the use of the copier while meeting the educational needs of the children. Remember it is Lakeview Academy policy to abide by all copyright laws. Please do not use the copiers for personal copies. Codes will be issued to track copier and paper usage. Personal copies may be made at the cost of \$.10 per copy. Please see the office before using the copier for personal use.

## **Lamination**

There will be a binder located near the laminator for tracking usage. Please list the date, your name and footage used. Personal lamination can be done at the cost of \$1.00 per foot. Please see the office before using the laminator for personal use.

Personal use of printers or other equipment and supplies is not permitted.

## **Animals in the Classrooms**

Animals in the classroom must have the director(s) approval. The following are some guidelines:

Teachers accept responsibility for all animals.

Animals may be brought into the classroom for a single day as a part of a specific lesson, but not kept overnight. Do not bring in animals that can bite, unless caged in a way that biting would be impossible. Small animals, such as silk worms, may be kept in the classroom if they are being used as a part of our adopted science program.

Service animals and therapy animals may be brought in for a day with approval from administration.

## **Salary and Benefits**

### **Holidays**

Holidays are observed as per the current school year calendar. Paid holidays for contracted faculty members are built into their salary schedule.

### **Worker's Compensation Insurance**

If you are injured on the job, your medical and hospital expenses and a portion of lost salary may be payable under Worker's Compensation Insurance.

#### Reporting an Injury

You are responsible for reporting any job-related injury to the office immediately.

You will be asked to fill out a simple accident report form.

You will receive a pamphlet which will give you additional information about your rights under Worker's Compensation Insurance.

You should report any injury in a timely basis, even minor ones not requiring immediate medical attention, so that appropriate records can be kept. Should a minor injury develop into a more

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severe problem, you and the school may be in a better position to make a claim.

### Returning to Work

If you have missed work due to a job-related injury, you must have a written release from your primary physician stating that you are able to return to work. Any restrictions placed on your activities may have to be assessed by your supervisor at the school prior to the school's approving your return. Employees may not return to work without such approval.

### **Benefits Policy**

Employees will be offered benefits as per the Leave and Benefits Policy. Please see the Benefits Policy on the website.

### **PERSONAL LEAVE**

Please see the Leave and Benefits Policy on the website.

The following procedures are adopted to administer the Leave and Benefits policy.

#### **Employee Absences**

Full-time employees are granted 80 hours of personal leave each school year, to be used in any way they need, including sick days.

It is the responsibility of each employee to notify the office manager or administration if they are going to be absent.

It is the responsibility of each employee to acquire their own substitute and supply that said substitute with plans and procedures to accurately fulfill their responsibility.

It is also the responsibility of each employee to fill out a leave request (PTO form) at least 24 hours in advance when possible.

If the absence does not have prior approval, a leave request must be filled out on the first day of returning to work with the understanding that notification must be given to administration regardless.

Failure to notify the administration before not showing up to work is grounds for reprimand including dismissal.

#### **Pay Practices**

Payroll Cycles:

Lakeview Academy works off of two payroll cycles. One for Salaried Employees and one for Hourly Employees.

For Salaried Employee's Lakeview runs off of a monthly cycle dependent on the given month. For Example: A paycheck on April 1 would be your pay for March 1 – March 31<sup>st</sup>.

For Hourly Employee's, in order to facilitate payroll on the 1<sup>st</sup> of the month, your payroll cycle will run from the 21<sup>st</sup> of one month through the 20<sup>th</sup> of the next month. For Example: A paycheck on April 1 would include your pay from February 21<sup>st</sup> – March 20<sup>th</sup>.

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Pay Days:

Paydays at Lakeview Academy will always be on the 1<sup>st</sup> of the month, unless the 1<sup>st</sup> falls on either a weekend or holiday. In those cases, payday will be on the Friday before the holiday. Paychecks (or direct deposit vouchers) during the summer will be mailed home to employee's unless otherwise requested by the employee.

### **Raises**

Pay increases will be based on performance evaluations, cost of living increases, budget availability, and will be figured into subsequent yearly agreements. Substitutes are paid at a flat rate and are not subject to negotiation.

### **Professional Development & In-service Training**

Professional development and in-services training are scheduled throughout the year.

Lakeview Academy is committed to supporting the professional development of all employees, both through providing activities at the school and encouraging participation in learning activities outside the school.

The administration encourages staff to join technical and professional organizations and, consistent with the discharge of their duties to the school, to participate in the affairs of such organizations and to make advancements in their chosen field. The payment of dues for private membership in professional or technical organizations is the responsibility of the employee, unless the employee is selected by the Director to represent the school through an institutional membership of affiliation.

Employees may apply for authorization to attend any type of professional or educational activity that will involve professional growth or help fill a need of the school. Travel and expenses will be reimbursed according to budgetary considerations as negotiated with the Director. Requests to attend workshops must be approved by their immediate supervisor. Employees who attend professional growth opportunities are expected to share materials.

## **Faculty Duties and Responsibilities**

### **Teachers**

The role of the teacher is to provide for children a high quality education, in an environment that is not only safe, but also in an atmosphere that understands disabilities and different learning abilities or styles and allows students opportunities to expand their educational horizons.

It is the obligation of the teacher to work in concert with the Director(s), Board of Trustees, and the State Board of Education. Teachers are to follow the guidelines, policies, and laws (including Utah State rule R277-515) as set forth by the Director(s), Board of Trustees, and State Board of Education.

The Teacher will report directly to the Director(s) over their respective school. The Director(s) will be responsible for the ongoing evaluation and adherence to the school philosophy and policies. The Educational Coordinator(s) will be responsible for the monitoring of the classroom teaching and working with the Teachers to fully implement Lakeview Academy's charter and school curriculum.

### **Classroom Responsibilities**

Understand student learning needs.

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Never be alone with a student in a closed room or classroom; leave the door open, or meet in a place with others around.

Doors should be locked whenever you leave your room.

Students should NEVER be left in a classroom without adult supervision or placed outside the classroom door unless in direct vision of the teacher.

If you have an emergency, send an aide to get another adult to cover your class.

Do not give keys to students.

Turn off lights whenever you leave your room.

Use air conditioning and heating when needed making certain that you close the doors to conserve energy.

General appearance of your room should always be neat and clean.

Maintenance or repair problems should be reported to the facilities manager. Report all problems immediately before they become big problems.

All requests or complaints regarding custodial services are to be made through email or the school's facilities ticket system.

Care of furniture--students are responsible for clean desks. Damage should be reported to the office.

The student may be required to pay for repair or replacement of damaged items.

You must keep all of the pathways in your classroom clear with no clutter as per fire code regulations.

The primary responsibility of the teacher is to supervise the children in her/his care. Wherever they may be on campus, whether in the library, computer room or playground, your responsibility for their direct supervision remains. They cannot be left in the care of a parent, unless the parent is PALS II certified.

Please be constantly aware and vigilant in order to protect the safety and well-being of our students.

## **Curriculum Responsibilities**

Understand the complex learning patterns of children and to provide an academically rigorous education for each student at his/her learning level.

Work with the Educational Coordinator and staff to develop and implement a school curriculum that reflects the school philosophy, addresses the educational needs of the students, as well as the Utah State Core Curriculum Standards in a thematic approach that allows teachers to teach and students to learn.

Evaluate the individual needs of the students, develop an educational learning plan that addresses those needs and reflects the curriculum.

Lesson Plans: Daily lesson plans need to be available for the Educational Coordinator or Director upon request. Take care to include a clearly stated objective which is aligned with the Utah State Standards. Make it specific enough that if you were to suddenly become ill someone could teach from that plan.

Develop classroom thematic units for the entire school year.

Textbook Procedures: Textbooks will be issued to each student through the teacher to be used in school. Students are responsible for the texts and are expected to maintain and keep them clean and damage-free. Teachers are responsible for the condition of textbooks in the classroom. For lost and damaged books, a letter will be sent home explaining the loss and cost of replacing the textbook. Upon receipt of the replacement cost, the student will be issued a new book. Direct all payments to the office. Teacher should keep accurate records of student book assignments and should perform an end-of-the-year inventory of texts books.

Provide for classroom learning opportunities that are child-centered, age appropriate, and challenging for each student.

Create a classroom environment that reflects enthusiasm for learning and the creativity of the teacher as well as the individuality of the students.

Be available for faculty and team meetings as scheduled.

Research and utilize the community resources available to the school and plan and organize field trips that are curriculum appropriate and expand the learning opportunities of children.

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## **Communication Requirements**

Maintain a working knowledge of the school and be able to fluently answer questions regarding your programs, interventions, etc. If a teacher recommends a particular treatment, intervention, etc. the school can be held financially responsible for providing that treatment.

Maintain communication with all parents. This communication may take the form of newsletters, phone calls, and special notes home. **Newsletters need to be sent weekly!**

Parent Letters: Must be appropriate and support the mission of the school. Please keep electronic copies of all letters.

Regularly schedule parent conferences, held twice a year during the school year, can be in tandem with IEP meetings or separately.

Parent Contact Logs: You should keep parent contact logs to record contacts you have made throughout the year. This log should be kept in a location that is convenient for you. Positive phone calls to parents are very powerful communication links. When communicating with parents keep the overall tone of the conversation positive. If you must report something negative, preface it with a good comment. We encourage the use of the school's electronic student information system and email for parent communication.

Communicate to students and parents the classroom expectations regarding academic performance, conduct, and classroom interaction with other students and the teacher. All teachers should send home a disclosure document the first week of school.

Student Portfolios/Assessments: You are required to comply with the current portfolio guidelines.

Maintaining this evidence of student growth will enhance your communication with the parents and aid you in your lesson planning. Work with the parents in the development of an educational learning plan for the student and create some short and long term goals for students.

Communicate with fellow teachers, respect differences, and learn from one another. Be a team player—part of the solution.

Report Cards: Report Cards are issued four times a year at the end of every quarter.

Communicate professionally and regularly with the Director(s), addressing any concerns directly with him/her.

## **Teacher Responsibilities: Discipline**

Create a classroom environment that establishes clear, consistent expectations for students.

Display Classroom Rules in their classroom, keep it simple.

Support and enforce the School Wide Code of Conduct Discipline Policy.

Corporal punishment is prohibited.

## **Teacher Responsibilities: Safety**

### General Safety

Be familiar with the procedures for each type of emergency posted on the emergency clipboard.

Keep current class list(s) attached to the clipboard.

Practice various emergency procedures with each class, especially during the first 2 weeks of school.

### Suicide Prevention and Reporting Procedures

In compliance with state policy on suicide prevention and reporting, all faculty/staff will:

- 1) Report any suicide threats to administration or counseling.

Administration and/or Counseling will:

- 1) Notify parent of the incident via phone, email, mail or other means
  - 2) Supervise child until parents/guardians or other responsible adult can come and check student out.
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## Bullying and Hazing Procedures

### Faculty/Staff will:

- 1) report and refer all suspected cases of bullying to Lakeview administration
- 2) document said referral, to include parties involved, date/time and specifics
- 3) allow for anonymous reporting of suspected cases utilizing the school mailbox system

### Administration will:

- 1) follow the posted school policy on bullying and hazing
- 2) investigate fully all suspected cases of bullying/hazing
  - a) interview all persons involved
  - b) maintain confidentiality of suspected victims
  - c) document information in written or electronic form
- 3) notify parents/guardians of all persons involved
- 4) follow school discipline policy with regards to discipline and follow-up
- 5) report or refer as necessary to correct authorities
- 6) provide training to school employees to recognize and prevent bullying and hazing

## **Additional Teacher Responsibilities**

Work with the administration in the preparation and execution of safety procedures: fire, earthquake, and other potential disaster situations.

Work with staff in the maintenance of a clean, healthy environment.

Be qualified in CPR and basic First Aid for children.

Encourage parent participation in the classroom, volunteering, sharing particular talents, and sharing learning opportunities outside the classroom.

Attend all regularly scheduled faculty meetings and in-service training.

Develop, in consultation with the administration, goals and objectives for each school year which become the basis for evaluation.

Grades must be entered AT LEAST weekly for grades 3-9. K-2 teachers are encouraged to enter grades as appropriate to ensure parent communication.

## **Additional Non-Instructional Duties**

Duties teachers are expected to perform shall include but are not limited to:

Promotional ceremonies

Conference with administration

Supervision of students before, during, and after school

Faculty meetings/Staff meetings

Parent Teacher Conferences

Open Houses

Back-to-School Night

In-service Meetings

Actively serve on one school committee.

Receive formal evaluations from the Director.

Maintain an open classroom, understanding that the school has many visitors and that classrooms reflect who we are and what we do.

Participate in general parent meetings and special evening presentations sponsored by the school.

Exemplify the best ideals of the teaching profession.

## **Teacher Assistant Job Description:**

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Reports to: Teacher

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups of students to assist them in achieving the skill levels appropriate to their needs.

To assist the teacher in providing a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

Work with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher. The teacher outlines these activities/instruction.  
Supervise recess and lunch, as assigned.  
Assist with the supervision of students during emergency drills, assemblies, field trips, etc.  
Assist with large group activities as directed by the teacher i.e. reading aloud, math fact drills, etc.  
Keep bulletin board and other classroom learning displays up to date as directed by the teacher.  
Assist/supervise students in the media center and computer lab.  
Check/correct papers (minimal), run off papers (minimal), and supervise testing and makeup work, as assigned by the teacher.  
Maintain the same high level of ethical behavior and confidentiality of information about students and teachers as is expected of fully licensed teachers.  
Participate in staff development, as assigned.  
Assist the teacher in other areas, as assigned.

### **Other Responsibilities**

#### **Attendance Records**

Daily Attendance: Teachers are required to take attendance daily. Attendance must be taken each morning at 8:10 for elementary classes. Middle school teachers must take attendance at the start of each class period. If a student has 3 consecutive absences or excessive non-consecutive absences, please contact home. If there is no response from home, contact the counseling office.

Tardies: Students arriving after 8:10 must check in at the Main Office to obtain a tardy slip before being admitted to the classroom. If a student has excessive tardies, please contact parents.

#### **Care of Children in Case of Injury or Illness**

First aid supplies are kept in the front office. The teacher may administer minor first aid. Depending on the nature of the illness/injury, a child should be accompanied to the office by a teacher or another adult or child for additional care as necessary.

#### **Medication Procedures**

ONLY the School Nurse or trained delegate by the School Nurse will be able to administer a medication to a student. All staff should refer every student requiring a medication (including over the counter or ointments) to the front office.

The trained delegate must complete the Medication Administration Training Checklist once every year, and must follow Lakeview Academy medication policy.

Please see the medication policy on the web site.

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## **Faculty Dress Code**

### Standards of Dress and Grooming:

Faculty and staff shall be well groomed and expected to dress in a professional, appropriate and non-distracting manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school administration.

### Guidelines:

Whiskers: Neatly trimmed beards and mustaches.

Hair: Must be clean and well groomed.

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Clothing: Must be professional, clean, neat and modest (no underwear, midriff showing). Please dress in business casual attire. Blue jeans, exercise wear, cargo pants, sleeveless shirts, shorts, t-shirts, low cut or other revealing clothing is not acceptable. Casual wear, including blue jeans, may be worn to special activities as approved by the Director(s). Friday dress is "Prideland dress": **blue** jeans and an approved Lakeview t-shirt OR a solid color shirt with collar and buttons. Skirt and dress lengths must be no shorter than 3 inches above the knee cap. Footwear: Shoes should also reflect professionalism and the needs of the job: flip flops are not acceptable. Open-toed shoes should have a back.

## **Faculty Meetings**

Full faculty meetings will be held as needed. The purpose of these meetings is communication, curriculum discussion, in-servicing, and sharing information. It is the responsibility of all faculty to attend these meetings.

## **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. The following outlines the responsibilities for each party:

Teacher's responsibilities:

1. Provide approximately 10 minutes of homework material Monday through Thursday per grade level. (i.e. 10 minutes for 1<sup>st</sup> grade, 30 for 3<sup>rd</sup> grade, 60 minutes for 6<sup>th</sup> grade and middle school. Additionally, students should be encouraged to read for 20 minutes each day.
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.

## **Fundraising**

Solicitations which come into the school, solicited or unsolicited, should be reported to the Director(s). As a common courtesy, anyone who contributes money, gifts-in-kind, or special gifts to teachers should receive a thank-you note from both the school and the teacher. No request for funds should go to parents or to other members of the community unless first cleared through the Director(s). Please see fundraising policy for additional information.

## **Visitors/Volunteers**

All visitors & volunteers must check in at the office. Visitors who do not have students at Lakeview Academy need to be approved by the Director(s) via an activity proposal.

## **Student Arrival**

Students may enter the building no earlier than 25 minutes before school begins (7:30 a.m.) but may not be in classrooms before the first bell rings at 7:55. Teachers are not required to supervise students in their classrooms prior to 7:55. Students of employees may be in the building with their parent, but must be supervised by the employee at all times. Students of employees may not be in their parent's room during the regular school day.

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## **Harassment Policy**

Please see harassment policy on the website: [lakeview-academy.com](http://lakeview-academy.com)

## **Grievance Policy**

Please see grievance policy on the website: [lakeview-academy.com](http://lakeview-academy.com)

## **Open Door Policy**

Lakeview Academy has an Open Door Policy for parents whose children are in the program. An Open Door Policy is defined as a parent's ability to come to school during school hours at any time to check on the well-being of that parent's child.

## **Parent Teacher Conferences, SEP's, and SEOP's**

Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary. Please use the appropriate SEP and SEOP forms.

## **Closing of School**

If the school is to be closed due to storms, road conditions, etc., information will be available on our website ([www.lakeview-academy.com](http://www.lakeview-academy.com)) or a recorded message at the school.

## **Checking out of School Early**

The front office will call down to the classroom if a student is to be checked out. Occasionally, during special programs, parents may be sent to the classroom to collect/check out students. In that case, the front office will notify teachers and ask that they check students out of their individual rooms.

## **Birthday Celebrations/Holidays**

Teachers: please share with parents your birthday celebration procedures. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade. Please inform parents of food allergies (without naming the students involved) so that parents who provide birthday treats can, if possible, plan for allergies.

## **Discipline**

Please see discipline policy on the website: [lakeview-academy.com](http://lakeview-academy.com)

## **Policies**

For a complete updated list of school policies please see website: [lakeview-academy.com](http://lakeview-academy.com)

## **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

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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;
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- 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.
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## **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;
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- 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.
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### **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;
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- 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.

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- 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.

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## **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.

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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.

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### 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.

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### 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

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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.

#### **Disclaimer**

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, or any member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Employees agree to abide by any additional policies as they are adopted. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Employees will be notified if changes are made. The most current version of a policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Employees have the responsibility to read and become acquainted with the contents of this handbook, and the family handbook, and all policies listed on the web site and to abide by the policies as stated.

Please see next page.

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