Mountainville Academy
Policy and Procedure Manual

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1000 GOVERNANCE/ORGANIZATION

1100 Administration

1101 ADMINISTRATIVE RULES POLICY

Purpose

To describe how board policy will be implemented and enforced within the school to provide a safe and effective learning environment for students.

Definition

An administrative rule is the school's written rule, standard, statement, procedure, guideline, or instruction as to how Board of Trustee approved policy shall be implemented and carried out for the benefit of students and parents and the operation of the school. The School Leader writes administrative rule under the authority of the Mountainville Academy Board of Trustees.

Policy

The Mountainville Academy School Leader shall establish and enforce administrative rules that contribute toward the effective operation and management of the school. Administrative rules shall reflect the mission, vision, and goals of the school's charter. Administrative rules shall also reflect the intent of broad board policy and shall not be in conflict with any delineated guidelines or procedures contained within school policy. Furthermore, these rules shall not be inconsistent with the charter, by-laws, or any state or federal laws and regulations. At such time that any rule, or part thereof, becomes in violation or conflict, that part shall become null and void. These rules shall also not be contradictory or in conflict with themselves. Administration will make reasonable efforts to change rules to rectify violations and conflicts in a timely manner. The School Leader shall provide information on changes or additions to administrative rules to the Mountainville Academy Board of Trustees before any official communication to parents or students.

Procedures

Administrative rules may be written, revised, and added to at the discretion of the School Leader. New rules, revisions, and additions to rules will be clearly and effectively communicated to the Board of Trustees, teachers, staff, students and parents in a timely manner and be made publicly available. Administrative rules are published in the Mountainville Academy Policy and Procedure Manual.

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Revised: 02/11

1200 Auxiliary Committees/Organizations

1201 ACADEMIC EXCELLENCE COMMITTEE

General Purpose

The Academic and Personal Excellence Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for working with the School Leader to define academic excellence and personal excellence, ensure that all board members know the charter promises that were made to the community and to the authorizer, and to devise clear and consistent measures to monitor progress toward achievement of these goals.

Appointments and Composition

1. Appointments of the chair and members of the Academic and Personal Excellence Committee shall be made annually by the Chair of the Board with the advice and consent of the Board, as well as with the advice of the School Leader.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Additional appointed members of this committee may or may not be members of the Board of Trustees. Given the nature of this committee it may potentially be beneficial to appoint several outside academic leaders to the committee.
4. All appointments of committee members are subject to the conditions stated in the by-laws.

Responsibilities

It is important to note that this is a governance function, not a management function, and it is anticipated that the School Leader will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that academic and personal excellence is defined, and that the full Board approves and monitors progress of annual goals to attain academic and personal excellence.

1. Define and continue to refine what academic and personal excellence means for Mountainville Academy.
2. Ensure that all board members understand the key charter promises made to our community and to our authorizer.
3. Work with school leadership to set annual academic and personal achievement goals to be presented to and approved by the full board.
4. Work with the school leadership to devise clear and consistent ways to measure progress toward stated academic and personal excellence goals.
5. Work with school leadership to share with the Board annual successes, barriers to reaching academic and personal excellence, and strategies to overcome these barriers.
6. Monitor the implementation of school curriculum by school leadership.
7. Review the effectiveness of school curriculum in achieving the attainment of academic and personal excellence.
8. Identify and provide for elements in the curriculum as outlined in the charter, as well as provide for future supplementation to the academic program.
9. Oversee the standards and alignment of professional development with the mission and vision of the school.

10. Oversee and work with school leadership, as appropriate, to annually prepare and submit the School Improvement Plan, the School LAND Trust Program application, the Reading Achievement Plan, the Utah Consolidated Application, and/or other academic plans and applications as applicable and required by state and federal statute.
11. Oversee school leadership in the development of a school library that meets state and/or recognized industry standards for school libraries.
12. Oversee supplementary school programs.
13. Arrange for board training on issues related to academic oversight and academic achievement, as needed.
14. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
15. Report to the Board of Trustees at regular meetings of the board in a manner determined by the Board.

Approved: 10/10

1201-A PROFESSIONAL DEVELOPMENT PLAN

The Mountainville Academy Academic and Personal Excellence Committee (AEC) shall serve as the committee designated to assist in the annual development and implementation of a staff professional development plan.

Professional Development Plan

The AEC shall assist in the annual development and implementation of a staff professional development plan that is systematic, comprehensive, and long-term. The plan shall include:

1. An alignment of professional development activities at the school with:
   a. school improvement plans
   b. the School LAND Trust Program
   c. the Utah Performance Assessment System for Students under Title 53A, Chapter 1, Part 6, Achievement Tests
   d. Sections 53A-6-101 through 53A-6-104 of the Educator Licensing and Professional Practices Act
   e. Title 53A, Chapter 9, Teacher Career Ladders; and Title 53A, Chapter 10, Educator Evaluation
2. Provision for the development of internal instructional leadership and support
3. The periodic presence of all stakeholders at the same time in the professional development process, to include administrators, educators, support staff, parents, and students
4. Provisions for the use of consultants to enhance and evaluators to assess the effectiveness of the plan as implemented, and
5. The time required for and the anticipated costs of implementing and maintaining the plan.

The AEC shall consult with the School Leader as needed in the development of the plan to ensure alignment with the Mountainville Academy curricular content and methodology. The Mountainville Academy Board of Trustees shall also provide positive and meaningful assistance to the school, if requested by the AEC or School Leader, in drafting and implementing the plan.

The Mountainville Academy Board of Trustees shall review and either approve or recommend modifications for the professional development plan, monitor the progress of the plan and hold the school accountable for meeting the objectives of the plan.

References:
Utah Code 53A-3-701

Approved: 02/08
Revised: 02/11

1201-B READING ACHIEVEMENT PLAN

Formation of a Task Force

In compliance with Utah State law, the Mountainville Academy Board of Trustees shall designate a task force to develop a Reading Achievement Plan.

Composition of the Task Force

The Mountainville Academy Academic and Personal Excellence Committee (AEC) shall serve as the task force designated to develop a Reading Achievement Plan.

Reading Achievement Plan

The Reading Achievement Plan shall be designed to reach the state's long-term goal of having all students in the school reading on or above grade level by the end of the third grade. The AEC shall develop a Reading Achievement Plan for the school which shall be submitted to the Mountainville Academy Board of Trustees for review and approval prior to implementation. The plan shall be reviewed and approved by the Board of Trustees annually. Additionally, the AEC shall be granted access to all necessary materials to complete the plan, except that data which reveals the identity of students.

Following approval by the Board of Trustees, the Reading Achievement Plan shall be implemented by the School Leader, teachers, and other appropriate staff. The School Leader shall take primary responsibility to provide leadership and allocate resources and support for teachers and students, most particularly for those who are reading below grade level, to achieve the reading goal.

The Reading Achievement Plan shall include the following components:

1. An assessment component that focuses on ongoing formative assessment to measure the five domains of reading (phonological awareness, phonics, fluency, comprehension, and vocabulary) and inform instructional decisions, and includes a reading assessment selected from a list recommended by the State Board of Education. The assessment component may only allow the School Leader, teachers, and other appropriate school staff to have access to information that identifies those students reading below grade level. The assessment component shall make use of approved state testing and local assessment information to determine students' instructional needs, and shall be consistent with exemption provisions for scores of students with disabilities or with limited English proficiency (see Utah Code 53A-1- 603(3)(c)).

2. An intervention component that provides adequate and appropriate interventions focused on each student attaining proficiency in reading skills, is based on best practices identified through proven researched-based methods, provides intensive intervention, such as focused instruction in small groups, implemented at the earliest

possible time for students having difficulty in reading, provides an opportunity for parents to receive materials and guidance so that they will be able to assist their children in attaining proficiency in reading skills, and, as resources allow, involves a reading specialist.

3. A reporting component that includes reporting to parents their child's literacy profile which documents ongoing formative assessment results, and, at the end of third grade, their child's reading level. The reporting component shall also be consistent with the data to be included in the school's performance report required under Utah Code 53A-3-¬602.5.

References:
Utah Code 53A-1-606.5

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Revised: 06/13

1201-C SCHOOL IMPROVEMENT PLANS

The Mountainville Academy Academic and Personal Excellence Committee (AEC) shall serve as the committee designated to develop school improvement plans.

School Improvement Plans

1. Academic Improvement Plan

   The AEC shall annually evaluate and use the results of approved state testing and other relevant sources to develop an academic improvement plan; however the AEC may not have access to data which reveals the identity of students. The academic improvement plan shall:

   a. Identify the school's most critical academic needs;
   b. Recommend a course of action to meet those needs;
   c. List any programs, practices, materials, or equipment that the school will need to implement an action plan to have a direct impact on the instruction of students and result in measurably increased student performance; and
   d. Describe how the school intends to enhance or improve academic achievement, including how financial resources available to the school (for example, state and federal grants, or School LAND Trust Program monies) will be used for this purpose.

   The plan shall focus on the school's most critical academic needs but may include other actions to enhance or improve academic achievement and environment for students.

2. Other Improvement Plans

   The AEC shall develop other plans for improvement in various aspects of the school through the use of parent surveys, teacher surveys, and other relevant sources. Other improvement plans shall:

   a. Identify the area(s) in need of improvement;
   b. Recommend a course of action to meet the need(s), including a reasonable timetable;
   c. List any programs, practices, materials, equipment or other resources that the school will need to implement the action plan, including financial resources needed for implementation
   d. Describe the expected results and direct impact of the improvement plan and how the plan will enhance the vision, mission and overall school goals
   e. Describe how financial resources available to the school will be used for this purpose.

All school improvement plans developed by the AEC are subject to the approval of the Board of Trustees, and shall not be implemented or revised without prior approval and

oversight. The plans, as approved by the Board of Trustees, shall be implemented by the school and the school shall provide ongoing support for the plan.

The AEC may develop multi-year school improvement plans, but the plans must nevertheless be presented to and approved annually by the Mountainville Academy Board of Trustees.

The school shall also, through the AEC, prepare and present an annual report to the Board of Trustees which details the results obtained from the implementation of the improvement plans.

References:
Utah Code 53a-1a-108.5

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1201-D SCHOOL LAND TRUST FUNDS

Formation of a Committee

In compliance with Utah Code and State Board Rules, the Mountainville Academy Board of Trustees shall designate a committee to develop plans for the use of School LAND Trust Funds and a current school plan for enhancing or improving academic excellence.

Composition of the Committee

Utah Code 53A-16-101.5 (7)(a) allows a charter school governing board to serve as the council that prepares a plan for the use of School LAND Trust Program money if the number of members of the governing board who are parents and/or guardians of students enrolled at the school exceed all other members combined by at least two. Additionally, a parent or guardian of a student enrolled at the school must serve as chair or co-chair of the council that prepares the plan for the use of the School LAND Trust Program money.

Accordingly, the Mountainville Academy Board of Trustees shall serve as the council designated to develop plans for the use of School LAND Trust Funds. School LAND Trust Program

Utah Code 53A-16-101.5 (5)(a) allows a subcommittee to develop a program to use the school's allocation of School LAND Trust Funds. Accordingly, the Academic and Personal Excellence Committee shall serve as the subcommittee designated to develop a program to use the school's allocation of School LAND Trust Funds to implement a component of the school's improvement plan, including:

1. the school's identified most critical academic needs;
2. a recommended course of action to meet the identified academic needs;
3. a specific listing of any programs, practices, materials, or equipment which the school will need to implement a component of its school improvement plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
4. how the school intends to spend its allocation of funds to enhance or improve academic excellence at the school.

The program developed by the Academic and Personal Excellence Committee to use the School LAND Trust funds shall be consistent with all laws and rules and is subject to the approval of the Mountainville Academy Board of Trustees and the State Charter School Board. The program, as approved by the Board of Trustees and State Charter School Board, shall be implemented by the school and the school shall provide ongoing support for the plan. The school shall also publicize to its patrons and the general public how the School LAND Trust funds were used to implement a component of the improvement plan and the results of those efforts. The school shall also, through the Academic and Personal Excellence Committee, prepare and present an annual report to the Board of Trustees at the

end of the school year which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds.

Information on the school's plan shall be completed via the School LAND Trust Program website maintained through the USOE.

The Academic and Personal Excellence Committee may develop a multi-year program for using School LAND Trust funds, but the program must nevertheless be presented to and approved by the Mountainville Academy Board of Trustees and State Charter School Board each year.

References:
Utah Code 53A-16-101.5
State Board Rule, R277-477-3, R277-477-4

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Revised: 06/13

1202 DEVELOPMENT COMMITTEE

General Purpose

The Development Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for guiding the Board to raise both non-grant and grant funds for the school. The Board of Trustees, in consultation with the Development Committee, Finance Committee, School Leader and Director of Development will determine the annual fundraising goal for the school and annually approve a strategic fund development plan that clearly delineates that this annual goal is attainable.

Appointments and Composition

1. Appointments of the chair and members of the Development Committee shall be made annually by the Chair of the Board with the advice and consent of the Board.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Additional appointed members of this committee may or may not be members of the Board of Trustees.
4. All appointments of committee members are subject to the conditions stated in the by-laws.

Responsibilities

1. Determine the annual non-public, non-grant fundraising goal. Develop an annual strategic fundraising plan to generate the funds to meet this goal.
2. Develop and oversee the necessary systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan.
3. Develop a plan for involving each board member in the development activities of the school.
4. Assist the Director of Development to cultivate individual donors for the school.
5. Arrange for board training on development issues, as needed.
6. Determine the annual goal to raise funds through grant writing. Develop and oversee the plan to meet this goal.
7. Develop and oversee an annual school public relations program.
8. Oversee and coordinate with school leadership regarding student enrollment.
9. Annually submit objectives as part of the planning and budgeting process.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
11. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Approved: 10/10

1203 EXECUTIVE COMMITTEE

General Purpose
The Executive Committee, under the direction of the Board Chair, provides leadership to the full board for achieving the mission and vision of the school charter.

The Executive Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to School Leader performance and development and for ensuring board and school legal and ethical integrity, accountability, and compliance.

Appointments and Composition
1. The chair of the Executive Committee shall be the Chair of the Board.
2. The Chair of the Board, the Board Vice Chair, and the Board Secretary shall be the permanent members of the Executive Committee. The Board Chair or School Leader may invite another board member and/or guests into the meeting.

Responsibilities
1. Meet in regular, formal planning and communication meetings with the School Leader.
2. Oversee the School Leader's Performance and Development Plan. Review the plan with the School Leader on a quarterly basis. Review the plan with the Board on a semi-annual basis.
3. Work with the School Leader to ensure Human Resource compliance.
4. At the request of the School Leader, consult on Human Resource issues. Approve Human Resource issues as needed and in accordance with school policy.
5. Work with the School Leader to ensure school Health and Safety compliance.
6. Review school Safety Inspection reports. Work with the School Leader to facilitate corrective action where necessary to ensure the health and safety of the school.
7. Serve as stewards in maintaining the integrity of the school charter, by-laws, and policy and procedure manual in coordination with the Governance Committee.
8. Ensure board and school compliance to the provisions of the charter, articles of incorporation, by-laws, and policy and procedure manual as well as state and federal laws and regulations that apply to the school.
9. Ensure that Legal Counsel has reviewed all contracts, legal documents, and other matters as appropriate.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
11. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Approved: 10/10
Revised: 02/21

1204 FINANCE COMMITTEE

General Purpose

The Finance Committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the School Leader to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets; and, conducting trainings as needed to ensure that each board member has an appropriate understanding of the school's finances to conduct proper financial oversight.

Appointments and Composition

1. The chair of the Finance Committee shall be the Treasurer of the Board.
2. The Chair of the Board, the School Leader, and the school's business manager shall be members of the Finance Committee.
3. Additional committee members may be appointed annually by the Chair of the Board with the advice and consent of the Board, and may or may not be members of the Board of Trustees. Committee members who are not board trustees shall sign a nondisclosure agreement.
4. All appointments of committee members are subject to the conditions stated in the by-laws.

Responsibilities

1. Assist the School Leader and the business manager to prepare and present to the full Board an annual budget for the school.
2. Collaborate with the School Leader and business manager to develop and annually revise a five-year financial forecast. Develop long-range financial plans based on the forecast.
3. Review the annual independent audit prior to the presentation to the Board of Trustees by the School Leader and/or business manager.
4. Provide oversight to all financial matters.
5. Review annual school objectives as part of the planning and budgeting process.
6. Conduct board member training on understanding the school's financial statements as needed.
7. Provide oversight on management of the school facilities and infrastructure, including technology.
8. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
9. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Approved: 10/10

1205 FAMILY SCHOOL ORGANIZATION (FSO)

All parents and legal guardians of currently enrolled Mountainville Academy students are members of the Mountainville Academy FSO. The FSO functions in similar ways to local school PTA's, however, the FSO does not charge membership dues nor is it affiliated with any national PTO/PTA organization.

The purpose of the FSO is to coordinate and oversee volunteer efforts, raise funds and to promote parental involvement in school activities, leading to more effective relationships and open communications between parents and the school.

FSO EXECUTIVE COMMITTEE

The FSO Executive Committee is elected by the parent-body each year at the May General Membership Meeting. The FSO Executive Committee consists of a Chair, Vice Chair, Secretary and Treasurer. The positions of vice chair, secretary and treasurer elected at this meeting will serve on the FSO Executive Committee for the following school year. The vice-chair will then serve as FSO Chair the following year. There are no term limits; however, each person must be re-elected each year and the vice chair and chair can only serve for one consecutive term, as the vice chair assumes the role of chair for the following school year. FSO elections are coordinated and implemented by the Board of Trustees. The term of service for FSO Executive Committee will run from the last day of school to the last day of school for each year. If for any reason an individual becomes unable to fulfill their term, a replacement will be sought from the parent body, appointed by the Board of Trustees Chair.

Chair

The Chair will:

- Assign executive officers to oversee specific committees.
- Communicate with the parent-body in regards to upcoming events and volunteer needs through the Mountainville Minute, Mountainville Instagram account, Mountainville Facebook page Facts and the school web site.
- Recruit volunteers for open committees.
- Act as a liaison between the parent-body and administration.
- Fill the 1-year elected term position on the Board of Trustees, with the understanding that they will not be given any Board assignments other than serving as the FSO Chair, unless desired.
- Discuss committee activities with committee chairs and the Executive Committee members.
- Coordinate special projects as they arise.
- Record all personal volunteer hours and ensure all committee chairs and members record their volunteer hours.
- Meet monthly or as needed with the School Leader and vice chair to discuss upcoming events, concerns, volunteer needs, etc.

- Meet monthly or as needed with the FSO Executive Committee to discuss upcoming activities and to reconcile the budget.
- Hold as needed monthly FSO volunteer meeting to discuss and plan upcoming activities and volunteer needs with the parent-body.
- Approve FSO expenditures greater than $100.
- Prepare agendas in coordination with the FSO Secretary, if desired.

Vice Chair

The Vice Chair will:

- Act as an aide to the Chair.
- Meet monthly or as needed with the Chair and School Leader to discuss upcoming events, concerns, volunteer needs, etc.
- Perform the duties of the Chair in the absence or inability of that officer to serve.
- Coordinate special projects as they arise and ensure all committee chairs and members record their volunteer hours.
- Oversee committees as assigned by the FSO Chair.
- Prepare to assume the duties of the Chair for the following school year.

Secretary

The Secretary will:

- Record the minutes of all FSO general meetings and all meetings of the FSO Executive Committee.
- Prepare and distribute copies of the minutes of each FSO meeting prior to the next FSO meeting.
- Keep the calendar of events for the FSO and distribute information as necessary.
- Conduct correspondence and perform all other assigned duties.
- Prepare agendas in coordination with the FSO Chair.
- Oversee committees as assigned by the FSO Chair and ensure all committee chairs and members record their volunteer hours.

Treasurer

The Treasurer will:

- Coordinate all FSO funds with the front office on a monthly basis.
- Keep an accurate record of receipts and expenditures.
- Present financial reports at each meeting and as requested by the Executive Committee.
- Approve, sign and track all FSO reimbursement forms.
- Develop, with the Executive Committee, an annual budget to be approved by the membership of the FSO at the first general membership meeting of the school year.
- Prepare a summary of budget at the end of each fiscal year or upon request of the Executive Committee.
- Reconcile books with school accountant monthly.

FSO COMMITTEES

Mountainville Academy's FSO runs and oversees several volunteer committees, under the guidance of the School Leader. Each committee will have a designated chairperson (or co-chairs) appointed yearly by the FSO Executive Committee. The responsibilities of committee chairs include coordinating and communicating responsibilities to all committee members, ensuring their committee stays within their assigned budget and following through on assigned committee duties. Any information sent home from committee chairs needs prior approval from the FSO Executive Committee and the School Leader. Committee Chairs are encouraged to attend the monthly FSO Meeting.

FSO volunteers, committee chairs or officers are NOT given authority to sign any kind of contracts on behalf of Mountainville Academy.

Committees the FSO is involved with include but are not limited to: room moms, carnival, pizza day, Lion Walk, snack shack, yearbook, spelling bee, geography bee, drama club, school play, robotics club, chess club, foreign language clubs, teacher appreciation week, hospitality, storytelling festival, library-Battle of the Books, grants and donations, used uniform sale, directory, Mad Science, Red Ribbon Week, picture day, different abilities day, Box Tops, Campbell's labels, office decorations and Back to School Night/Open House.

FSO BUDGET AND EXPENDITURES

The FSO budget must be approved by the School Leader and Board of Trustees before being implemented for the following school year. The FSO helps raise funds for special programs, activities and supplementary materials. All FSO committees must stay within their budgets and have all purchases pre-approved. Each committee chair is responsible for the purchases made for their committee. Approval for other committee members to make purchases can be arranged with the FSO Executive Committee (for large activities/programs such as pizza day, snack shack, carnival, etc.).

All purchases should be tax exempt. A tax-exempt form will be given out by the business manager for pre-approved purchases. Pre-approval is required for all purchases and can be obtained from the FSO chair and/or treasurer. To be reimbursed, committee chairs and designated volunteers will fill out and sign a blue FSO reimbursement form with receipts attached. If pre-approved, the form will then be signed by the FSO treasurer or chair, prior to being approved by the School Leader. The school business manager will cut checks for authorized expenditures only.

The FSO Executive Committee shall make budgeting decisions based on what benefits the majority of the student-body and teachers at the school. To amend any FSO expenditures currently in the budget, approval is required from a majority of the FSO Executive Committee.

All school fundraisers must be approved by the School Leader and then by the Board of Trustees. Mountainville Academy Board of Trustees and Administration do not approve of any fundraisers requiring students to sell items door-to-door that profit third party vendors (i.e. cookie dough, gift wrap, candy bars, etc.). Any person (parent, student, business, etc.) proposing a fundraiser for the school must first contact the school administration to seek approval, and if approved, they then must also receive approval from the Board. This includes selling items at any school event.

VOLUNTEER RESPONSIBILITIES

Please see section 3113 "Volunteer Service" for a detailed explanation of volunteer expectations. Under the direction of the School Leader, the FSO Executive Committee oversees and coordinates all volunteer efforts. Any volunteers who wish to accompany their child's class on a field trip must have completed and passed a criminal background check. Those needing a background check can get the required paperwork and information from the front office. It is the responsibility of the volunteer to pay for their own background check. All volunteer hours should be recorded in the front office on the volunteer hour tracking sheet.

Approved: 08/06
Revised: 09/12
Revised: 03/19

1206 GOVERNANCE COMMITTEE

General Purpose

The Governance Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, orientation, training, and evaluation in accordance with the bylaws of the school, as well as with established policies and practices approved by the Board of Trustees. This committee is also responsible for developing a Board Handbook as needed.

Appointments and Composition

1. Appointments of the chair and members of the Governance Committee shall be made annually by the Chair of the Board with the advice and consent of the Board.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Additional appointed members of this committee may or may not be members of the Board of Trustees.
4. All appointments of committee members are subject to the conditions stated in the by-laws.

Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Develop and annually review the procedures for recruitment to the Board.
3. Develop a slate of potential trustees for consideration to serve as members of the Board. Recruit these people to apply to serve as members of the Board in accordance with the appointment and election policies and procedures outlined in the by-laws.
4. Develop an orientation and training plan for new board members.
5. Develop and revise as needed a Board Handbook outlining the responsibilities of the Board and of board members, board policies, and other relevant information.
6. Assist the Board Chair in the planning of the annual board retreat.
7. Plan and coordinate additional board education, training, in-services, and retreats as needed in coordination with the Board Chair.
8. Annually conduct an evaluation of the full board and individual trustees in coordination with the Board Chair.
9. Plan and coordinate school membership meetings and elections in accordance with the school by-laws and in coordination with the Board Chair.
10. Oversee the school charter, by-laws, and policy and procedure manual in coordination with the Board Chair and Board Secretary.
11. In conjunction with the Board Secretary, keep informed on current legislative and legal compliance issues regarding charter schools and educate the full board on such.
12. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
13. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

Approved: 10/10

1207 TECHNOLOGY COMMITTEE

General Purpose

The Technology Committee is commissioned by and responsible to the Board of Trustees. It has responsibility for working with the School Leader to determine best practices for the acquisition, allocation and usage of Technology Assets with the School and recommending these best practices to the Board of Trustees in the form of potential purchases and policies.

Appointments and Composition

1. Appointments of the chair and members of the Technology Committee shall be made annually by the Chair of the Board with the advice and consent of the Board.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Whenever possible, the chair of this committee should have experience, preferably professional, in the Technology Industry.
4. Additional appointed members of this committee may or may not be members of the Board of Trustees.
5. All appointments of committee members are subject to the conditions stated in the by-laws.

Responsibilities

1. Develop and maintain plans and policies relating to technology, data protection and data security with the School Leader.
2. Take an active role in the integration and use of technology in education by reviewing and recommending technology, technology implementation and technology curriculum.
3. Participate in, review and give recommendations on technology purchasing decisions.
4. Assist the School Leader in planning and developing strategies and procedures for the acquisition and implementation of technology assets.
5. Review technology related compliance requirements of Federal, State and other interested parties.

Approved: 5/17

1300 BOARD JOB DESCRIPTIONS

1301 BOARD CHAIR

Member of: The Board of Trustees
Position of Office Elected by: The Board of Trustees
Reports to: The Board of Trustees
Supports: The School Leader

Term of Office: One year. The term is renewable with the approval of a majority vote of the board. The start date of a term shall be July 1 and the end date of a term shall be June 30.

General Responsibilities:
The Board Chair is the senior volunteer leader of the Mountainville Academy Board of Trustees who presides at all meetings of the Board of Trustees and other meetings as required. The Board Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and school policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:
1. Works with the School Leader, other board officers, and committee chairs to develop the agendas for Board of Trustees meetings, and presides at these meetings.
2. In consultation with other board officers, appoints board members and/or other volunteers as appropriate to key leadership positions, including positions as chair of board committees and task forces, and cultivates leadership succession.
3. Works with the Board of Trustees, school leadership, and other volunteer leadership, as appropriate and in accordance with the Mountainville Academy bylaws and mission, to establish and maintain systems for:
    - Planning the school's human and financial resources and setting priorities for the school's future development.
    - Reviewing operational effectiveness and setting priorities for future development.
    - Ensuring the legal and ethical standard.
    - Hiring and evaluating the School Leader.
    - Developing and maintaining an effective board culture.
4. In accordance with the school's by-laws assumes fiduciary responsibilities and signs contracts on behalf of the board.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently. Additionally, the Chair shall:
    - Train the Vice Chair to effectively discharge the responsibilities of the Chair in the absence of the Chair
    - Provide for or oversee the training of the Board Secretary
    - Facilitate training as needed for the Board Treasurer
6. Works with the School Leader and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.

7. Communicates effectively with and supports the School Leader in his/her job as manager of the school. In this capacity, focuses on ensuring that the board governs rather than manages.
8. Works with the Committee Chairs and the School Leader to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
9. Oversees and interfaces with the Family School Organization (FSO) in conjunction with the FSO Chair.
10. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view, and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
11. Communicates with the Board effectively so that the board information system focuses on decision-making, stimulates participation, and supports an appropriate balance of responsibility between board and staff.
12. Serves as staff advocate, as appropriate and needed.
13. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, provide written communication, thank a major donor, etc.

Qualifications:

- Understanding of, commitment to, and energy necessary to support Mountainville Academy and its mission, vision, philosophy, values, and goals.
- Understanding of the responsibilities and relationships of governance and management as it relates to paid and volunteer staff.
- Strong leadership skills to inspire a shared vision for the school and for the Board's work. Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of the school.
- Willingness and skills to develop a strong network of relationships within the greater community to leverage resources (money, people) for the organization.
- Strong shared vision with staff about school mission and goals for student learning.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialogue is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving.
- Ability and willingness to support, encourage, and develop a strong, entrepreneurial school leader.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student needs.

- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Approved: 08/09
Revised: 11/10

1302 VICE CHAIR

Member of: The Board of Trustees
Position of Office Elected by: The Board of Trustees
Reports to: The Board of Trustees
Supports: The Board Chair

Term of Office: One year. The term is renewable with the approval of a majority vote of the board. The start date of a term shall be July 1 and the end date of a term shall be June 30.

General Responsibilities:
The Board Vice Chair is the secondary volunteer leader of the Mountainville Academy Board of Trustees and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:
1. In the Chair's absence:
   - Presides at meetings of the Board of Trustees.
   - Serves as an ex officio member of committees.
2. Works with the Chair to assist in developing the agendas for Board of Trustees meetings.
3. Advises the Chair on appointing board members and/or other volunteers to key leadership positions, including positions as chair of board committees and task forces.
4. In accordance with the school's by-laws assumes fiduciary responsibilities as needed.
5. Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
6. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the board in the community, especially at events at which the chair cannot attend.
8. Other duties as delegated by the Chair.

Qualifications:
- Understanding of, commitment to, and energy necessary to support Mountainville Academy and its mission, vision, philosophy, values, and goals.
- Understanding of the responsibilities and relationships of governance and management as it relates to paid and volunteer staff.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.

- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student needs.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Approved: 08/09
Revised: 11/10

1303 TREASURER

Member of: The Board of Trustees
Position of Office Elected by: The Board of Trustees
Reports to: The Chair and the Board of Trustees
Supports: The School Leader, the Business Manager, and auditors as necessary.

Term of Office: One year. The term is renewable with the approval of a majority vote of the board. The start date of a term shall be July 1 and the end date of a term shall be June 30.

General Responsibilities:
Provides direction for the financial management of the school and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:
1. Chair of the Finance Committee.
2. Provides direction for the oversight of the school's financial record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of the annual budget and its submission to the Board for its timely approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendations of the auditor to the Board for its approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation if necessary, and presents the results to the Board.
10. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.

Qualifications:
- Understanding of, commitment to, and energy necessary to support Mountainville Academy and its mission, vision, philosophy, values, and goals.
- Understanding of the responsibilities and relationships of governance and management as it relates to paid and volunteer staff.
- Strong knowledge and understanding of the school's record keeping, accounting systems, and financial reports.
- An ability to focus on both the short-term and long-term financial health of the school.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the school's fiscal management.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Approved: 08/09
Revised: 11/10

1304 SECRETARY

Member of: The Board of Trustees
Position of Office Elected by: The Board of Trustees
Reports to: The Board Chair and the Board of Trustees
Supports: The Board Chair

Term of Office: One year. The term is renewable with the approval of a majority vote of the board. The start date of a term shall be July 1 and the end date of a term shall be June 30.

General Responsibilities:
The Board Secretary stands as general informant and record keeper for the Board of Trustees, particularly providing direction or services for the keeping of legal documents including minutes of all meetings of the Board and other official Mountainville Academy Board of Trustee documents including the policies of the school.

Specific Responsibilities:
1. Certify and keep at the principal office of the corporation the original Charter, Articles of Incorporation, and By-Laws of the school or copies of such documents as amended or otherwise altered to date.
2. Work with the Chair to assist in preparation and posting of agendas for Board of Trustees meetings.
3. Work with board members to prepare and send out board packets for Board of Trustees meetings.
4. Keep at the principal office of the corporation, or at such a place as the Board may determine, a book of minutes of all meetings of the Board of Trustees and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
5. Present for approval by the Board copies of all minutes of meetings of the board.
6. Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
7. In general, serve as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, and committee reports, the adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
8. In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles of Incorporation and/or By-Laws, or which may be assigned to him or her from time to time by the Board Chair and/or to otherwise provide assistance to the Board of Trustees.

Qualifications:

- Understanding of, commitment to, and energy necessary to support Mountainville Academy and its mission, vision, philosophy, values, and goals.
- Understanding of the responsibilities and relationships of governance and management as it relates to paid and volunteer staff.
- A willingness to learn and understand the required record keeping of the position and applicable laws of the State of Utah.
- A capacity for attention to detail.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of the school and as being ever mindful of the duties and requirements of public service.
- Is perceived by staff as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.

Approved: 08/09
Revised: 11/10

1305 TRUSTEES MEMBER

Term of Office: The term of office for both appointed Trustees and parent-elected Trustees shall be as specified in the MA By-laws and the MA Election Policy.

General Responsibilities:
Responsible for successfully ensuring the academic and personal excellence of the students of Mountainville Academy (MA), that the school's programs and operation are faithful to the terms of its charter, and that the school is a viable organization.

Specific Responsibilities:

1. Read the Mountainville Academy Charter and know the key promises made to its authorizer and to the school community, as well as the methods defined to deliver these promises.
   - Understand and commit to uphold the MA charter and its mission, vision, philosophy, and values.
   - Keep the mission and vision of the school clearly and constantly in focus through frequent review.
   - Utilize the charter mission and vision as a guide for all organizational planning, board decision-making, and setting priorities among competing demands for scarce resources.
   - Utilize the charter as the vehicle for assessing all program activities to ensure that the school is not drifting away from its original purposes.
2. Select the School Leader
   - Reach consensus and develop a written job description for the MA School Leader.
   - Undertake a careful search process to find and hire the most qualified individual to best fulfill the position.
   - Oversee and approve the negotiation and signing of the salary/wage agreement.
3. Support the School Leader and review his or her job performance
   - Provide frequent and constructive feedback.
   - Assist when board members overstep prerogatives or misunderstand their roles.
   - Compliment for exceptional accomplishments.
   - Provide for an annual written performance and development plan review and periodic interim reviews throughout the year with a process agreed upon with the School Leader well in advance.
4. Ensure effective organizational planning
   - Understand the difference between governance and management.
   - Approve an annual organizational and accountability plan that includes concrete, measurable goals consistent with the charter.
   - Form an effective committee structure to parallel the school’s key goals; each committee provides an annual action plan and provides substantive work between board meetings.
   - Set clear, measurable, and strategic long term goals to continually seek to further achieve the mission and vision of the school
5. Manage resources effectively

- Understand the school's financials.
- Monitor budget implementation through regular, periodic financial reports.
- Approve the annual budget.
- Approve accounting and personnel policies.
- Provide for an independent annual audit by a qualified CPA.
- Ensure adequate insurance is in force to cover students, staff, visitors, the board, and the assets of the school.

6. Determine, monitor, and strengthen school programs and services
   - Assure programs and services are consistent with the mission and the charter.
   - Approve measurable organizational outcomes.
   - Approve annual, attainable board and management level goals.
   - Monitor progress in achieving the outcomes and goals.
   - Assess the quality of the program and services.
7. Enhance the school's public standing
   - Serve as ambassadors, advocates, and community representatives of the school.
   - Ensure that no board member represents his or herself as speaking on behalf of the board unless specifically authorized to do so.
   - Provide for a written annual report and public presentation that details MA's mission, programs, financial condition, and progress made towards charter promises.
   - Approve goals of an annual public relations program.
8. Ensure legal and ethical integrity and maintain accountability
   - Establish policies to guide the school's board members and staff.
   - Develop and maintain adequate personnel policies and procedures, including grievance mechanisms.
   - Adhere to the provisions of the school's bylaws and articles of incorporation.
   - Adhere to local, state and federal laws and regulations that apply to the school.
   - Ensure compliance with all federal state and local government regulations.
9. Assess board performance
   - Recruit new board members who provide needed skills, experience, and diversity.
   - Provide orientation for new board members.
   - Develop, review, and revise board policies and a board handbook.
   - Cultivate improved board performance through education and training.
   - Conduct an annual evaluation of the full board and individual trustees.

Approved: 08/09

1306 INDIVIDUAL TRUSTEE PERFORMANCE EXPECTATIONS

General Responsibilities:
Each trustee is responsible for actively participating in the work of the Mountainville Academy Board of Trustees and the life of the school. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to electing or appointing any candidate as a board member. For appointed positions, the Mountainville Academy Board of Trustees will nominate the candidate only after s/he has agreed to fulfill these expectations. In addition to the responsibilities below, individual trustees are expected to help each other fulfill the tasks outlined in the collective Job Description of the Mountainville Academy Board of Trustees Member.

Specific Responsibilities:
1. Believe in and be an active advocate and ambassador for the Mountainville Academy, mission, vision, philosophy, values, and goals.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Trustees:
   - Focus on the good of the organization and group, not on a personal agenda.
   - Support board decisions once they are made.
   - Participate in an honest appraisal of one's own performance and that of the board.
   - Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair in advance.
5. Be prepared to contribute approximately 8-12 hours per month toward board service, which includes:
   - Attending 1-2 board meetings a month (2-4 hours)
   - Participating on a board committee (2-4 hours)
   - Reading materials, preparing for meetings (2 hours)
   - Attending events at the school, assisting with fundraising and/or other ambassador tasks as needed (1-2 hours)
6. Attend the bi-annual school Membership Meetings.
7. Attend the annual board in-service retreat and other board trainings as scheduled.
8. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
9. Use personal and professional contacts and expertise for the benefit of Mountainville Academy.
10. Serve as a committee or task force member or chair.
11. Inform the Board of Trustees of Mountainville Academy of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

Approved: 08/09

1307 MOUNTAINVILLE ACADEMY BOARD MEMBER AND ADMINISTRATION SUCCESSION

Purpose:

To create an orderly, common procedure for replacing Mountainville Academy ("MA") Board members and administration in order to ensure continuity in governance and in operation at the school in the event of the departure of a Board member, [Principal] or key management personnel.

DEFINITIONS

Policy

Key management personnel wanting to resign their position will do so, when able, in a way that provides adequate time for training of new individuals and the continuing governance of the school.

Board Succession Procedure

In order to maintain Board continuity, board members will ensure that succession, appointment and election procedures, as defined in MA by-laws and articles of incorporation, will be adhered to.

1. Board members desiring to resign their position shall notify the board in writing of their intention. Resignation letter should include the following:

    a. a resignation effective date.

    b. a recommended timeline preceding resignation for training new board member.

2. Board will create timeline for prompt replacement.

3. When conducting a search for new board members, the Board and administration will solicit applications from the school community, seek applications in the broader community, and attempt to identify individuals with desirable experience and expertise to serve on the board. Applicants will be brought to the board to determine finalists.

4. Board will interview finalists

    a. Interviews of prospective board members will seek to determine whether individuals understand the mission of the Charter, are invested in that mission, have experience and expertise that will benefit the board and the school, and whether applicants understand and are willing to act in accordance with the board's governance role.

5. New board member will be chosen by a majority vote of the remaining board members.

6. Newly elected board member will commit to training period and encouraged to attend board meetings, but will not be voting member until after the resignation effective date.

7. The Board member replacement process will remain consistent with Mountainville Academy's charter.

Administrative Succession Plan:

With the **planned departure of key management**, the Board asks that the School Leader/Principal give the Board at least three months' notice of the key management personnel's intent to leave MA, if able. The Board will take steps in order to ensure that the replacement administrator is able to effectively lead MA and accomplish the mission and the goals established by the Board.

1. Upon learning of the School Leader's/Principal's intent to depart MA, the Board will appoint a search committee that includes members of the Board to coordinate the search for a successor. When the search committee is organized, the Board will have a discussion in order to:

a. Ensure that the Board is unified in its understanding of MA mission

b. Ensure that the Board is unified in its understanding of MA strategic direction

c. Ensure that the Board is unified in its understanding of the roles and responsibilities of the School Leader/Principal position

d. Ensure that the Board is unified in its understanding of the key competencies of an effective School Leader/Principal.

2. The search committee will develop a search process to present to the full Board for approval.

3. During the search process, the Board Executive Committee will meet regularly with the acting School Leader to review reports about the progress of MA and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the Board during the transition period.

4. The search committee will use the results of the prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes. When a short of list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates.

5. The search committee will then recommend up to three candidates to the Board for consideration.

6. The Board will interview the candidates recommended by the search committee and make the final selection.

If the School Leader's/Principal **departure is unplanned** or occurs in advance of the completion of the search process, the Board will appoint an acting School Leader/Principal. The Board may also decide that it is in MA best interest to identify individuals outside MA to provide additional short-term administrative assistance to MA during the search process.

The Board realizes its responsibility to adopt the vision and goals of MA. Although the School Leader/Principal is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school, when an entire educational team understands the mission, and clearly understand their role, it will help strengthen the school and facilitate an orderly transition in the event of the School Leader/Principal departure.

The succession plan will be considered and updated regularly.

Approved: 03/15

Revised: 3/17

1400 Forms and Tools

1401 BOARD CANDIDACY FILING FORM

MOUNTAINVILLE ACADEMY DECLARATION OF CANDIDACY
BOARD CANDIDATE FILING FORM

A prospective member of the Board of Trustees must support the charter school concept and commit to uphold the Mountainville Academy charter, mission, philosophy, and curriculum. He or she should be available to regularly attend board meetings every other Thursday evening and other meetings as necessary, acquire an understanding of the issues that affect the school, attend to committees assigned to him/her, and represent Mountainville Academy in a professional manner at all times. The term of service is for 2 years and begins on July 1, <year>. One position is currently open. Form is due <date> before 5 pm.

SECTION 1: CANDIDATE INFORMATION		
Candidate's Full Name:		Birthdate:
Residence Address:		
City:	State:	Zip:
E-mail:		Phone:
Mailing Address (if different than residence)		
City:	State:	Zip:

SECTION 2: STATEMENT OF INTENT – Please tell us why you wish to become a member of the Board of Trustees.

SECTION 3: STATEMENT OF COMMITMENT - Please provide a statement regarding your personal commitment and support to the mission, philosophy and curriculum of Mountainville Academy.

SECTION 4: BACKGROUND INFORMATION - Please provide information on employment, education, skills and/or hobbies that you feel will help you to fulfill your duties as a Board of Trustees member.

SECTION 5: CERTIFICATION AND SIGNATURE
I, the above named Board of Trustees candidate, hereby swear and affirm that I was born on the date provided above, that I reside at the address provided above, and that I am qualified to vote in Mountainville Academy elections. I further swear and affirm that I do not hold a paid position that would constitute a conflict of interest with the position I am running for and that I have not been convicted of embezzlement of public money, bribery, perjury or other infamous crime. I understand that if elected I must complete a fingerprint and criminal background check in accordance with the Volunteer Service Policy guidelines. Candidate Signature: Date:
There will be an opportunity to address the voters immediately prior to the election. Please refrain from campaigning outside of this opportunity.

Please submit completed form to <board secretary> at <email>

Due: <date> Before 5 pm.

1402 BOARD MEMBER AGREEMENT FORM

Mountainville Academy
Board of Trustees
Board Member Agreement

I, _____, understand that as a member of the Board of Trustees of Mountainville Academy I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the mission, vision, philosophy, values, and goals of the organization, and I will act responsibly and prudently as its steward. I have read, understand, and am willing to comply with the Board of Trustees Job Description and the Individual Performance Expectations that outline my responsibilities to the Board.

If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, monthly financial statements and an update of organizational activities that allow me to act as a responsible and prudent steward.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board members and the Administrative Director will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.
4. Board members and the Administrative Director will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and Administrative Director to discuss these responsibilities.

_____ Date: _____
Member, Board of Trustees

_____ Date: _____
Chair, Board of Trustees

_____ Date: _____
Administrative Director

Approved 08/2009

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1403 COMMITTEE ACTION PLAN FORM

MOUNTAINVILLE ACADEMY
Board Committee Action Plan
Year: ( )

Committee Goals:
1.
2.
3.

Key Action Steps

January	•
February	•
March	•
April	•
May	•
June	•

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1404 COMMITTEE GOAL FORMS

BOARD COMMITTEE NAME
DATE
ANNUAL SHORT-TERM BOARD COMMITTEE GOALS

Oversight Of The Here And Now: 1-year Goals

*Please write the top 3 goals your board committee will accomplish this year. Use SMART Goals – including date to be achieved by.

1)

2)

3)

Any additional objectives your board committee may wish to accomplish this year:

-
-
-
-

Partnership and Support for the School Leader: What resources can the Board provide?

-
-

BOARD COMMITTEE NAME
DATE
ANNUAL LONG-TERM BOARD COMMITTEE GOALS

Creating The Future 3-year Goals:

* Please write the top 3 goals your board committee will accomplish this year. Use SMART Goals – including date to be achieved by.

1)

2)

3)

Any additional objectives your committee may wish to accomplish long term:

-
-
-
-

Partnership and Support for the School Leader: What resources can the Board provide?

-
-

1405 CONFLICT OF INTEREST FORM

Annual Statement and Disclosure of Conflict of Interest

I have read and understand my legal and moral obligations under the Mountainville Academy Conflict of Interest policy and hereby attest that I will abide by the policy during my service as a member of the Board of Trustees of Mountainville Academy, and will inform the Board in writing immediately if any real or perceived conflict arises during my service. I further understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

- ☐ To the best of my knowledge and belief I have no conflicts of interest with existing or potential Mountainville Academy contracts.
- ☐ The following individual(s) or organization(s) may or will involve a conflict of interest:

  Please name the individual(s) or organization(s) and the nature of the conflict: _____

  _____

  _____

  _____

Signature: _____ Date: _____

Printed name: _____

1406 FULL BOARD APPRAISAL TOOL

Mountainville Academy
Board of Trustees
Full Board Appraisal Tool

How effective is the Mountainville Academy Board of Trustees? Please rate the board's performance for each expectation below. Use a scale of 1-5 (highest=5 and lowest=1). Thank you!

Trustee Name _____

Date _____

Expectations	Evaluation
1. The Board collectively understands the mission, vision, philosophy, values, and key promises of the MA charter and uses this understanding as a guide when planning and making decisions to fulfill the purposes of the school.	
2. The Board has job descriptions which detail the roles and responsibilities of the full board, individual trustees, board officers, and board committees and task forces.	
3. The Board holds itself, its officers, and committees accountable to honor commitments.	
4. The Board, including officers, only asserts collective authority, with no single individual asserting authority for the full board.	
5. The Board is the appropriate size to support active and well-functioning committees.	
6. The Board has consensus and approval on a written job description for the MA Administrative Director.	
7. The Board provides the Administrative Director with an annual written performance and development plan and periodic interim reviews throughout the year through a mutually agreed upon process.	
8. The Board holds the Administrative Director accountable to deliver achievement of academic excellence, create an operationally and financially viable school, and to effectively enable the board to fulfill its governance obligations.	
9. The Board has established an effective communication process with the Administrative Director and provides frequent constructive feedback, support, and resources as needed.	
10. The Board has a strong partnership with the Administrative Director that is built on mutual trust and respect.	
11. The Board has a succession plan in place for school leadership.	
12. The Board consistently demonstrates a clear understanding of the difference between governance and management. Any conflicts are	

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appropriately and respectfully discussed and resolved in partnership with the Administrative Director.	
13. The leadership structure at the school allows the Administrative Director to take an active role in the creation of effective governance.	
14. The Board approves an annual strategic organizational and accountability plan consistent with the charter that includes specific, measurable goals to further achieve the mission and vision of the school.	
15. The Board is structured into effective committees to meet the key goals of the school; each committee develops an annual action plan and provides substantive strategic work between board meetings (bringing information back to the full board for further discussion and decision-making).	
16. The Board regularly monitors and reports on progress toward the achievement of annual board level goals.	
17. The Board has defined what academic excellence and personal excellence means at Mountainville Academy.	
18. In partnership with the Academic Director, the Board ensures the delivery of academic and personal excellence to students by using achievement data to make decisions and improve results.	
19. In partnership with the Administrative Director, the Board determines, monitors, and strengthens the quality of the school's programs and ensures that programs and systems are consistent with the school mission and charter.	
20. The Board approves measureable management level goals and action plans to improve school programs and services; the Board monitors progress toward achievement of goals.	
21. The Board reviews financial statements monthly and every board member has a firm grasp on the school's financial and operational viability.	
22. The Board enhances the school's public standing by providing a written annual report and public presentation that details the school's mission, programs, financial condition, and progress in achieving charter promises.	
23. The Board enhances the school's public standing by setting and approving goals of an annual public relations program.	
24. The Board is committed to and involved in a strategic development program and proactively takes steps with community partners to generate fund development.	
25. The Board adheres to the provisions of the school's bylaws and articles of incorporation, as well as local, state, and federal laws and regulations that apply to the school.	
26. The Board maintains well-developed school policies to guide board members, administration, faculty and staff, parents, and students.	
27. The Board maintains well-developed personnel policies and procedures, including grievance mechanisms.	

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28. The Board annually assesses its organizational performance by conducting a performance appraisal of the full board and of individual trustees.	
29. The Board cultivates improved board performance through ongoing board education and governance training.	
30. The Board cultivates new leadership through succession planning, and proactively recruits new board members to provide needed skills and experience.	
31. The Board holds regular and effective board meetings with the majority of the meeting time focused on strategic issues rather than reporting on past events or responding to immediate needs.	
32. Board members consistently attend each board meeting and come prepared through review of relevant information as contained in the advance board packet.	
33. A process is in place to regularly review and strengthen board meetings and related board meeting procedures.	

Your opinion is crucial! Please share your thoughts and ideas regarding board performance by writing comments in the space provided below.

_____

_____

_____

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1407 FSO EXECUTIVE COMMITTEE CANDIDACY FILING FORM

MOUNTAINVILLE ACADEMY DECLARATION OF CANDIDACY
FSO CANDIDATE FILING FORM

Form is due <date> before 5 pm
Submit completed form to <board secretary> at <email>.
The term of service is for 1 year and begins on July 1, <year>.

SECTION 1: CANDIDATE INFORMATION		
Candidate's Full Name:		Birthdate:
Residence Address:		
City:	State:	Zip:
E-mail:		Phone:
Mailing Address (if different than residence)		
City:	State:	Zip:

SECTION 2: POSITION FOR ELECTION - Please indicate the position title in which you are interested.

☐ **Vice Chair**	☐ **Secretary**	☐ **Treasurer**
The Vice Chair will: • Act as an aide to the Chair. • Perform the duties of the Chair in the absence or inability of that officer to serve. • Coordinate special projects as they arise. • Oversee committees as assigned by the FSO Chair. • Prepare to assume the duties of the Chair for the following school year.	The Secretary will: • Record the minutes of all FSO general meetings and all meetings of the FSO Executive Committee. • Prepare and distribute copies of the minutes of each FSO meeting prior to the next FSO meeting. • Keep the calendar of events for the FSO and distribute information as necessary. • Conduct correspondence and perform all other assigned duties. • Prepare agendas in coordination with the FSO Chair. • Oversee committees as assigned by the FSO Chair.	The Treasurer will: • Coordinate all FSO funds with the front office, receive and track copies of every deposit log. • Keep an accurate record of receipts and expenditures. • Present financial reports at each meeting and as requested by the Executive Committee. • Approve, sign and track all FSO reimbursement forms. • Develop, with the Executive Committee, an annual budget to be approved by the membership of the FSO at the first general membership meeting of the school year. • Prepare a summary of budget at the end of each fiscal year or upon request of the Executive Committee. • Reconcile books with school accountant monthly.

SECTION 3: STATEMENT OF INTENT – Please tell us why you wish to become a member of the FSO Executive Committee

SECTION 4: CERTIFICATION AND SIGNATURE
I, the above named FSO Executive Committee candidate, hereby swear and affirm that I was born on the date provided above, that I reside at the address provided above, and that I am qualified to vote in Mountainville Academy elections. I further swear and affirm that I do not hold a paid position that would constitute a conflict of interest with the position I am running for and that I have not been convicted of embezzlement of public money, bribery, perjury or other infamous crime. I understand that if elected I must complete a fingerprint and criminal background check in accordance with the Volunteer Service Policy guidelines. Candidate Signature: Date:
There will be an opportunity to address the voters immediately prior to the election. Please refrain from campaigning outside of this opportunity.

Please submit completed form to <board secretary> at <email>

Due: <date> before 5 pm.

1408 INDIVIDUAL TRUSTEE APPRAISAL TOOL

Mountainville Academy
Board of Trustees
Individual Trustee Appraisal Tool

How effective are you as a board trustee? Please rate your personal performance for each expectation below. Use a scale of 1-5 (highest=5 and lowest=1). Please comment where requested. Thank you!

Expectations	Self-Evaluation
1. I have read the Mountainville Academy Charter and By-laws and know the key promises made to the authorizer and the school community, as well as the methods defined to deliver these promises.	
2. I demonstrate commitment to and actively advocate for the MA mission, vision, philosophy, and values. • Please give an example	
3. I am supportive of the School Leader. • Please give an example	
4. I contribute to an effective board by consistently acting in a strategic governance capacity rather than involving myself in school management.	
5. I work cooperatively with fellow trustees as I seek to fulfill the obligations of trusteeship as outlined in the Board Job Description and Trustee Performance Expectations.	
6. I prepare for and regularly attend and participate in board meetings.	
7. I focus on the good of the school and the board, not on a personal agenda. I support the decisions that are made by the board.	
8. I serve actively on a board committee. I prepare for and regularly attend committee meetings, and carry out the assignments I am given in the expected time frame.	
9. I understand what academic excellence means at Mountainville Academy. I also understand the school's progress toward achieving its academic goals.	
10. I understand the finances of the school.	
11. I attend the annual board retreat and other board trainings as scheduled.	
12. I attend and participate in school Membership Meetings as required, general school activities, student recruitment events, community	

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meetings, and other ambassadorial events.	
13. I use my personal and professional contacts and expertise for the benefit of the school. • Please give an example	
14. I reach out to diverse constituencies and help identify and cultivate relationships to support the school as donors, volunteers, and advocates. • Please give an example	
15. I have informed the board of any potential conflicts of interest that I may have, whether real or perceived, and abide by the decision of the board related to this situation.	
16. Please rate your satisfaction as a member of the MA Board of Trustees. • Please comment	

Trustee Signature _____

Board Chair Signature_____

Date of Review_____

Comments (optional)

_____

_____

_____

_____

_____

Approved 03/2010

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1500 Related Oversight

1501 CONFLICT OF INTEREST POLICY

The purpose of the conflict of interest policy is to protect Mountainville Academy's [hereafter referred to as the Organization] interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Mountainville Academy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy:

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Approved: 08/06

1502 ELECTION POLICY

This policy ensures an equitable, orderly, and efficient election process for the election of members to the Mountainville Academy Board of Trustees (the Board), and the Family School Organization (FSO).

The elections of Mountainville Academy shall be consistent with the Mountainville Academy charter, by-laws, and this policy. Should a discrepancy exist between these documents, the Mountainville Academy by-laws shall prevail.

Section 1: Election Process

A. **Notice of Elections:** A notice of the election shall be given to all members in good standing eligible to vote at least two (2) weeks prior to the election via the standard communication mechanisms used to notify members of Board meetings, major school events,etc. (ie. newletters, email, etc.)

B. **Membership Meetings:** Elections shall be held during the annual spring membership meeting. A special election may be held during the annual fall membership meeting if determined to be necessary by the Board Chair. The spring election shall be held to fill any vacant or expiring elected positions to the Board of Trustees as well as any vacant or expiring FSO seats.

C. **Declaration of Candidacy:** All candidates must declare their intention to run for a position by filing an official Declaration of Candidacy form. Refer to specific Board of Trustees and FSO election rules for the timing and procedures for declaring a candidacy.

D. Qualifications of a Candidate:

1. A candidate must be a legal resident of the United States, at least 18 years of age, and a resident in the State of Utah.
2. Mountainville Academy employees are precluded from serving on the Board of Trustees.
3. Previous employees are also precluded from being a candidate if they have been an employee in the last two calendar years. A person is precluded from being a candidate if they have any pending litigation with Mountainville Academy, a restraining order, other court order, or a notice from the School Leader restricting their access to school grounds. The candidate must not be a registered sex offender.
4. All candidates should be aware of financial conflict-of-interest prohibitions and exceptions that may be set forth in the State law and the State charter school code and must also sign the Mountainville Academy "Conflict of Interest" form.
5. For additional qualifications and/or requirements refer to the specific election rules of the position(s) below as outlined in this policy.

E. Voting:

1. For the election of candidates to the Board or the FSO all voting shall be done by paper secret ballot or other anonymous automated voting mechanism. There shall not appear any place on such ballot or automated voting mechanism that

might tend to indicate the person who cast such ballot. Each voting member is allowed one vote for each position being voted upon. If there is only one candidate, then a hand vote may be used.

2. All candidates are elected via a simple majority (>50%).
3. Absentee voting begins 5 days prior to the election for members who wish to vote early and who verify their eligibility to vote with the school. Absentee votes are anonymously cast via secret ballot as described above. Absentee votes are counted on the night of the election.
4. The results of the election are not finalized until the Board votes to accept the canvas of the election at the next scheduled board meeting.

F. **Multiple Candidates for a Position:** In the event that there are more than two candidates for any position and a simple majority of votes is not obtained, the two candidates with the largest number of votes are then voted on in a run-off election via a simple majority (>50%).
G. **Campaigning:** There shall be no campaigning for elections.
H. **Voting Eligibility:** Each family having one or more students enrolled in Mountainville Academy, having met the admission criteria as established by State law and the policies of the school, is a member and shall be entitled to one vote for each open seat being voted upon. Each family shall have one vote, regardless of whether separate households are maintained.
I. **Terms:** The start date of a term shall be July 1 and the end date of a term shall be June 30.
J. **Vacancies:** In the event that a seat is not filled by an election or becomes unexpectedly vacant between elections, the position is filled according to the school's by-laws and/or the policies of the specific organization. Service in the position will continue until the original end date of the term being filled and the seat is filled at the next school election.
K. **Inspectors of Election:** Inspectors of Election shall oversee the election process as described in the school's bylaws.

Section 2: Election of a Board of Trustees Member

A. **Qualifications for a Board Member**: All general candidate qualifications are as described in Section 1-D of the Election Policy apply. Additionally, a member of the Board of Trustees does not need to have a student enrolled at the school.
B. **Declaration of Candidacy:** Candidates to the Board of Trustees must file an official Declaration of Candidacy form with the Board Secretary seven (7) days prior to the general election.
C. **Term of Service:** Parent-elected members of the Board of Trustees shall serve a term of two years and shall hold office until the end of the two-year term or until such time as he resigns or is removed should sufficient cause exist as outlined in the school by-laws.
D. **Multiple Open Seats:** When multiple seats are open for the parent-elected board positions, the first seat is filled by the candidate with the highest number of votes, and the next remaining seat is filled by the candidate who receives the next highest number of votes, until all remaining seats are filled.

Section 3: Election of FSO Officers

A. **Qualifications for an FSO Officer:** All general candidate qualifications are as described in Section 1-D of the Election Policy apply. Additionally, candidates for an FSO officer seat must have a student enrolled at the school coinciding with the seat term for which he/she is seeking election. The student must attend the school throughout the term, otherwise the officer shall resign.
B. **Declaration of Candidacy**: Candidates for an FSO Officer must file an official Declaration of Candidacy form with the FSO Chair or Board of Trustees Secretary at least seven (7) days before the general election.
C. **Terms of Service:** Elected FSO Officers shall serve a one year term or until such time as he/she resigns, or is removed should sufficient cause exist as outlined in the FSO by-laws and/or policies. Refer to the FSO by-laws for additional specific information regarding terms of service.

Approved: 09/09
Revised: 02/11

1503 POLICY DEVELOPMENT

Purpose: To promote a uniform understanding of the manner in which new policies and revisions to existing policies shall be adopted and implemented.

Definition: Policy means a statement of the Board of Trustees' intent with respect to matters of broad and/or long-range significance to the school. Policies may contain delineation of guidelines and/or procedures deemed necessary by the Board of Trustees' in order to meet the intent of the policy.

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

Procedures:

1. A new policy or policy amendment may be drafted by the Board of Trustees or any member or subcommittee thereof, or administrative staff. A proposed new policy or policy amendment shall not be inconsistent with state and federal laws and regulations, the school's vision, mission, charter, by-laws, other related policies and board-approved documents, or goals.
2. A proposed new policy or policy amendment shall include as applicable:
    a. Purpose
    b. Definitions
    c. Policy Content
    d. Relevant procedures, guidelines and restrictions
    e. References to applicable state and federal laws and regulations
    f. References to related school documents and/or policies
3. A proposed new policy or policy amendment shall be submitted for placement on an upcoming board agenda and accompanied by a written statement that includes as applicable (but is not limited to):
    a. The nature of the policy (i.e. new or amended)
    b. An explanation of why the new policy or amendment is needed or the problem associated with the need for the policy (i.e. some policies may be required by law; others may be required to solve problems or define boundaries)
    c. The rationale for the proposed policy including, but not limited to, background information, current facts and relevant history, and sources utilized in drafting the proposed policy (i.e. relevant state and federal laws and regulations, other comparative policies, membership and organizational input, etc.)

d. Any other supporting data which may be informative to the Board and aid in making an informed decision (i.e. variables that may affect the intended outcome, limiting factors, applicable budget and/or staff information, benefits and drawbacks, etc.)
e. When proposing amendments to existing policy, include a detailed explanation of previous efforts to address the problem within the scope of existing policy and why those efforts have been ineffective.

5. A proposed new policy or policy amendment shall undergo no less than two (2) reviews before adoption. During the first review, the Board may make modifications or recommendations for modification to the proposed new policy or policy amendment before a second review is given at a subsequent meeting.
6. The second review, which may be the final approval step, shall occur not sooner than one regular board meeting after the first reading to allow for careful thought to additional changes and improvements, unless there is unanimous agreement of a quorum of the trustees present that the second reading should immediately follow the first reading.
7. In cases of extenuating circumstances, the Board may, by a majority vote of a quorum of trustees present waive the requirement for at least two (2) reviews of a proposed new policy or policy amendment, and may consider a proposed new or amended policy for immediate approval.
8. Unless an effective date in the future is specifically stated in the new or amended policy, all policies shall be effective upon adoption.
9. The new policy or policy amendment shall be distributed and made available as appropriate. Generally, the Board of Trustees Secretary shall be responsible to distribute the new policy or policy amendment to the members of the Board of Trustees and the School Leader, and to update the Policies & Procedures manual. The School Leader shall be responsible to distribute the new policy or policy amendment to staff, faculty, parents and other interested parties, and to ensure staff receives appropriate training and instruction on all policies.

Approved: 02/08
Revised: 02/11

1504 RECORDS MANAGEMENT POLICY

The Board of Trustees is committed to see that Mountainville Academy records are managed in an efficient, responsible manner. Therefore, the Board delegates to the Administration responsibility for maintaining, classifying, preserving, accessing, and destroying school records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code §63-2-701, annotated 1991.

Guidelines:

A. Records Management
1. Mountainville Academy records shall be managed under the direction of the School Leader.
2. The School Leader shall be the records officer for all general school records including Board of Trustees minutes, Human Resource records, and all documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, etc., but may assign a designee to manage these records at his/her discretion.
3. The School Leader shall be the records officer for all records related to students, but may assign a designee to manage these records at his/her discretion.

B. Records Classification
1. All Mountainville Academy records shall be classified as either public, private, controlled, protected, or exempt.

C. Public Records
1. Public records shall include:
    a. Official minutes, actions and decisions of the Board of Trustees and School Administration unless the record involves information which is classified as private, controlled, or protected.
    b. Official School and school policies, contracts, minutes, and accounts.
    c. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.
    d. Documents showing formal criminal charges against an employee unless, in the judgment of the School Leader, the charges are groundless or the charges are not sustained.
2. Public records shall be open for public inspection during regular office hours as defined in section H Access to School Records.

D. Private Records
1. Private records shall include:
    a. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
    b. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
    c. Individual student records.

2. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA).

E. Controlled Records

1. Controlled records shall include records containing medical, psychiatric, or physiological data on an individual which, if disclosed, could be detrimental to the individual's mental health or safety.
2. Controlled records shall be open only to authorized persons or agencies but are not open to the subject of the record.

F. Protected Records

1. Protected records shall include:
    a. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of School property or programs.
    b. Documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining position or could enable circumvention of an audit.
    c. Records related to potential litigation or personnel hearings.
    d. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
    e. Test questions.
1. Protected records shall be open only to authorized individuals and agencies or in response to court order.

G. Exempt Records

1. Exempt records shall include student records which are protected by the Family Educational Rights and Protection Act (FERPA).

H. Access to School Records

1. All Requests must be submit in writing by using the Mountainville Academy GRAMA Request form. Requests to view school records should be addressed to the appropriate records officer during regular business hours.
2. Individuals requesting to view records classified as private, controlled, or protected shall be required to prove their right to access the record through personal identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.
3. The records officer shall determine whether access to the requested record(s) is to be granted or denied.
    a. If the request is approved, the records shall be provided as soon as possible and not more than 10 working days from the date the request was received.
    b. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

I. Appeals Process

1. Appeals to the Board of Trustees
    a. The requester shall file a written request for a hearing with the Board Secretary at least ten days before the requested hearing date.
    b. Upon receiving the request, the Board Secretary shall schedule a mutually convenient date, time, and location for the hearing and notify all parties and post the meeting as required under open meetings law.

c. The requester has the right to be represented by legal counsel at the hearing.
    i. If the requester is to be represented by legal counsel, the administration must be notified at least 10 working days in advance of the hearing.
    ii. If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
d. Within 10 working days of the hearing, the Board Secretary shall notify the requester in writing of the Board's decision.

J. Copying School Records

1. The School may charge a fee for duplicating school records that is equal to the actual duplication cost plus any employee time involved.
2. The School shall refuse to allow duplication of copyrighted materials.
3. The School shall charge 5 cents per page for duplicating records, plus the cost of labor involved at the rate of $12 per hour.

K. Retention of School Records

1. The School shall adhere to the Utah School Districts General Retention Schedule for records retention approved by the State Records Committee.
2. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.

Approved: 12/08
Revised: 01/09
Revised: 06/13

1505 ELECTRONIC MEETINGS POLICY

Definitions:

1. "Anchor location" means a physical location where:
    a. The charter school board would normally meet if the charter school board were not holding an electronic meeting; and
    b. Space, a facility, and technology are provided to the public to monitor and, if public comment is allowed, to participate in an electronic meeting during regular business hours.
2. "Board" means the governing body of a school created under Title 53A, Chapter 1a, Part 5, The Utah Charter Schools Act.
3. "Meeting" means the convening of a charter school board:
    a. With a quorum who monitors a website at least once during the electronic meeting and casts a vote on a website, if a vote is taken; and
    b. For the purpose of discussing, receiving comments from the public about, or acting upon a manner over which the charter school board has jurisdiction or advisory power.
4. "Monitor" means to read all the content added to a website by the public or a charter school board member and to view a vote cast by a charter school board member on a website.
5. "Participate" means to ad content to a website.

Purpose:

The purpose of this policy is to outline the requirements and steps that will be taken in the event the Board conducts an electronic meeting, which is in accordance with Utah Code Section 52-4-207.

1. The Mountainville Academy Board may convene and conduct an electronic meeting that is in writing on a website if:
    a. The chair verifies that a quorum monitors the website;
    b. The content of the website is available to the public;
    c. The chair controls the times in which a charter school board member or the public participates; and
    d. The chair requires a person to identify himself or herself if the person:
        i. Participates; or
        ii. Casts a vote as a charter school board member.
2. If conducting an electronic meeting under this section, Mountainville Academy shall:
    a. Give public notice of the electronic meeting in accordance with Utah Code Section 52-4-402 and by posting written notice at the anchor location as required under Utah Code Section 52-4-207;
    b. In addition to giving public notice, shall provide:
        i. Notice of the electronic meeting to the members of the charter school board at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present;

ii. A description of how the members and the public may be connected to the electronic meeting;
iii. A start and end time for the meeting, which shall be no longer than five days; and
iv. A start and end time for when a vote will be taken in an electronic meeting, which shall be no longer than four hours; and
v. Provide an anchor location.

3. The chair shall:
    a. Not allow anyone to participate from the time the notice described in 2-b-4 above is given until the end time for when a vote will be taken; and
    b. Allow a charter school board member to change a vote until the end time for when a vote will be taken.
4. During the time in which a vote may be taken, a Board member may not communicate in any way with any person regarding an issue over which the Board has jurisdiction.
5. When conducting an electronic meeting under this section, the Board may not close a meeting as otherwise allowed under this part.
6. Minutes:
    a. Written minutes shall be kept of an electronic meeting conducted as required in Utah Code Section 52-4-203;
    b. A recording is not required of an electronic meeting as described in this chapter;
    c. All of the content of the website shall be kept for an electronic meeting conducted under this section;
    d. Written minutes are the official record of action taken at an electronic meeting.
7. The Board shall ensure that the website used to conduct an electronic meeting:
    a. Is secure; and
    b. Provides with reasonable certainty the identity of a Board member who logs on, adds content, or casts a vote on the website.
8. A person is guilty of a class B misdemeanor if the person falsely identifies himself or herself as required in Section 1d above.
9. Compliance with the provisions of this section by Mountainville Academy constitutes full and complete compliance by the public body with the corresponding provisions of Utah Code Sections 52-4-201 and 52-4-202.
10. Any final action taken in violation of this policy is voidable by a court of competent jurisdiction unless the public body otherwise complies with the provisions of Utah Code Section 52-4-202 and the failure was a result of unforeseen Internet hosting or communication technology failure

Approved: 09/13

1506 MOUNTAINVILLE ACADEMY BOARD MEETING PROCEDURE

Purpose

To create an orderly, common procedure for board meetings. Nearly all of the school board's work is performed in meetings or hearings that are open to the public. Such meetings are subject to several state and local procedural requirements, as well as the political climate of the locality. This procedure is to insure continual compliance with state and local open meeting laws.

Definitions

Policy/Procedure

Before the Meeting:

Time spent organizing in advance of meetings can improve the quality of the meeting and facilitate the proper conveyance of information to the public. Discussions at well-planned meetings are usually more focused, resulting in shorter meetings. In addition, fewer meetings may be needed to finish business because the right information and the right people are brought together the first time. The following are a few topics and questions to consider when organizing a meeting:

1. Prepare the agenda and information for discussion purposes.
2. Distributing information for the discussion items and action items in advance
3. Confirm space for the meeting
4. Special Equipment — Arrange for equipment such as microphones, amplifier/speaker systems, tape recorders, projectors, power cords, equipment stands, charts, markers, and other items to be available as needed.
5. Confirm that members will attend.

Procedure for the Board Meeting:

6. The chair should call the meeting to order. Roll call of the members is taken, and quorum is confirmed. (If a quorum is not present, no official business can be conducted until more members arrive. Informal discussion can, however, legally take place.)
7. Opening Statement — If a quorum is present, the chair may make an opening statement, welcoming the public and any invited guests to the meeting, and explain the rules to be followed during the meeting.
8. Order of Business — The chair guides the meeting through the order of business. A typical order of business might be:
    a. public comment

b. review of the previous board meeting minutes with the amendment and approval;
c. hear the reports of committees;
d. discussion of school business and finances;
e. discussion and movement on action items.
f. executive session: The Board will consider a motion to close the meeting to hold a strategy session to discuss pending or reasonably imminent litigation, and/or to discuss the purchase, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with § 52-4-204 and 52-4-205 et. seq., Utah Code Ann.
    i. "Both a recording and written minutes of closed meetings are protected records under Title 63G, Chapter 2, Government Records Access and Management Act, except that the records may be disclosed under a court order only as provided under Section 52-4-304"

9. Adjournment.

Approved: 3/17

1507 MOUNTAINVILLE ACADEMY BOARD MEMBER CODE OF ETHICS

Purpose

To establish a set of principles and practices of the Mountainville Academy Board of Trustees that will set parameters and provide guidance and direction for board conduct and decision-making.

Definitions

Policy

Members of the Board of the Mountainville Academy are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of Mountainville Academy. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Charter and best interest of the students of Mountainville Academy.

2. Exercise reasonable care, good faith and due diligence in organizational affairs.

3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.

4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.

5. Remain accountable for prudent fiscal management to association members, the board, and school, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Mountainville Academy activities.

7. Strive to uphold those practices and assist other Mountainville Academy members of the board in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of Mountainville Academy.

Equal Opportunity

9. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.

10. Ensure the right of all administration, staff, parents, students, board members, and public to work, study, volunteer, and represent without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

11. Respect the confidentiality of sensitive information known due to board service.

"Both a recording and written minutes of closed meetings are protected records under Title 63G, Chapter 2, Government Records Access and Management Act, except that the records may be disclosed under a court order only as provided under Section 52-4-304"

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the Mountainville Academy board, committees and membership, and formally register dissent as appropriate.

13. Promote collaboration, cooperation, and partnership among board members.

Source: National Council of Nonprofit Associations www.ncna.org

Approved: 3/17

2000 OPERATIONS

2100 Instructional

2101 ACADEMIC REPORTING

Students will receive academic reports four times throughout the school year. The dates that each of these academic reports will be issued are announced and published by the school annually. In addition, conferences will be held twice annually.

As provided through dockets and the SIS system, parents have the opportunity to view student progress on a regular basis throughout the school year.

Report cards communicate the student's individual mean score for all graded work, including the student's mean achievement test scores. In the upper grades, the report card will assign the student a letter grade for each subject based upon the mean score achieved. The report card will also include the student's citizenship grade and the student's attendance record for the marking period.

During the conferences, the parent can expect to see samples of the student's work, the student's achievement scores, and an assessment of the student's performance. At any time through the year, teachers are available to the parents to discuss the student's strengths and successes, specific areas and strategies for student improvement, and a report of the student's social behavior.

Approved: 08/06
Revised: 08/07
Revised: 07/09
Revised: 06/13

2102 ASSEMBLIES AND SPECIAL PROGRAMS

School assemblies and special programs will be held for students in the elementary grades (K-5) and also the middle school grades (6-9). When appropriate, these two groups may combine together for programs. Assemblies and special programs are scheduled for a variety of purposes aimed at educating, entertaining, and recognizing contributions to the school. Assemblies will also be used to unify students in support of team programs and individual performances. Students should leave their belongings in the classroom and are expected to behave respectfully during these occasions. Students will remain in attendance until formally dismissed by their teacher.

Approved: 08/06

2103 CHANGE OF TEACHER

Parents who would like to request a change of teacher for their student should follow the Procedure for Teacher Change Request (outlined below). This procedure is an open process and should involve discussion between the teacher, the parent, and the School Leader throughout. If at any time during this process the School Leader is not available to attend a scheduled meeting, the appointment shall be rescheduled. An exception to the progression outlined below may occur if the School Leader or the parent believes that circumstances necessitate.

Procedure for Teacher Change Request

1. Concerns regarding an individual teacher should be first and foremost handled with the teacher directly. Parents should arrange an appointment to speak with the teacher and express concerns in open discussion. During this appointment, parents should discuss with the teacher expectations for change and solutions to the situation which will address teacher, student, and parent concerns.

2. In a situation where a parent feels that the meeting with the teacher did not produce satisfactory results, the parent should arrange a meeting with the teacher and the School Leader to review the concern and the lack of satisfaction in the results.

3. During the meeting with the parent, the teacher, and the School Leader, specific goals/expectations will be set by the School Leader together with a timeline for implementation. A date will be determined to meet again and discuss progress toward the goals/expectations. These goals/expectations will be set by the School Leader with the needs of parents, teachers, and students in mind and may include goals for any or all parties involved.

4. At the appointed time, the School Leader will contact/meet again with parents and discuss progress toward the goals/expectations. In the case where no marked progress toward the goal/expectations has been made, discussion will begin regarding moving the student to another class. The School Leader will consider space, based on current policy, in offering a parent/student a position in another class.

Approved: 03/07
Revised: 08/07
Revised: 02/11

2104 ELECTRONIC INFORMATION RESOURCES (3204, 6203) See policy 6203 Electronic Information Resources

Approved: 08/06
Revised: 08/07
Revised: 02/11
Revised: 06/12
Revised: 12/12
Revised: 09/13
Revised: 12/20

2105 FIELD TRIPS

Mountainville Academy will provide enrichment experiences through classroom field trips; each class can expect to take a minimum of one field trip per year. The school uniform will be worn on field trips unless other instructions are given. As permitted by law, parents may be asked for voluntary donations to fund entrance fees or bus transportation, if applicable. No child will be denied participation in a field trip if the family does not make a donation.

When participating in school sponsored trips, students are expected to obey all Mountainville Academy rules and exhibit appropriate behavior while off the school grounds. Students may be denied field trip privileges for misbehavior and/or delinquent assignments.

Mountainville Academy has established bus safety and etiquette rules, which will be reviewed with students annually. Students who disobey these rules will be subject to established school discipline policies, including the potential loss of bus riding privileges.

An annual permission slip will be sent home at the beginning of the school year detailing field trips, and must be completed, signed, and returned to school before a student may participate on the trip Phone permission is not sufficient and will not be accepted.

Approved: 08/06
Revised: 08/07
Revised: 06/13

2106 GRADING

Grading at Mountainville Academy is based upon the following guidelines:

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

- Rubrics are to be used for traditionally subjective assignments, such as essays, in order to provide clear standards for grades. Letter grades are to be assigned as follows:

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

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

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

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

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

Approved: 08/06
Revised: 08/07
Revised: 07/09
Revised: 02/11
Revised: 12/11

2107 HOMEWORK

At Mountainville Academy, all homework directly supports and enhances in-class learning. Homework also gives students a chance to see if they have mastered certain skills. Homework should be viewed as practice time, and used as an opportunity for students to reinforce classroom learning, master skills, and learn from mistakes. Each student is always expected to do his/her best work when completing homework. Homework will be graded for completion and corrected for accuracy, depending upon the subject.

Some assignments, such as projects, papers, reports, etc. will be graded in order for the child to demonstrate proficiency.

Guidelines have been established for the assignment of homework. Careful consideration is given by teachers as to the quality and amount of homework assigned, so as to reinforce classroom learning, achieve mastery of skills and concepts, and eliminate unproductive and ineffective homework.

In support of Mountainville Academy's mission and vision of academic and personal excellence, students will bring home dockets daily. The dockets include assignments required for the week as well as any necessary communication from the teacher regarding the student and the school. Assignments may include, but are not limited to, daily reading and daily math (if not completed in class). Docket procedures and expectations will be communicated annually to parents.

Elementary School Homework Policy:

Students are expected to turn in assignments on time. Teachers are expected to clearly communicate due dates. Teachers reserve the right to deduct points for assignments turned in late that are not due to an excused absence. Students with an excused absence have five school days to turn in missed assignments without penalty unless other arrangements have been made with the teacher. Teachers will update Aspire weekly.

Middle School Homework Policy:

Students are expected to turn in assignments on time. Teachers are expected to clearly communicate due dates. Teachers reserve the right to deduct points for assignments turned in late, whose due dates have been communicated online, that are not due to an excused absence. Students with an excused absence have two class days to turn in missed assignments without penalty unless other arrangements have been made with the teacher. For example, if a student is absent on an A Day, their missed assignments are due on the second A Day they are back in school. Teachers will update Aspire each Friday for assignments turned in on Wednesday or earlier. Assignments turned in on Thursdays or Fridays will be updated the following week.

Approved:	08/06
Revised:	05/07
Revised:	07/09
Revised:	04/15
Revised:	09/15

2108 HOLIDAY OBSERVANCE

Holidays are an important and enjoyable aspect of the educational process and the school. The Core Knowledge Sequence emphasizes a cross-cultural and diverse education. Thus, Mountainville Academy will observe and celebrate a variety of religious (R), secular (S), Federal (F), and ethnic (E) holidays. Learning standards for each holiday will be provided to each teacher so that all students receive the same learning regarding each holiday. Teachers may supplement these holidays according to their individual schedule and grade level subject matter. The following holidays may be observed, celebrated, and/or recognized by Mountainville Academy:

Sep	Labor day (F)	Mexican Independence (E)		
Oct	Ramadan (R)	Rosh Hashanah and Yom Kipper (R)	Halloween (S)	Columbus Day (F)
Nov	Thanksgiving (S)	Veteran's Day (F)		
Dec	Christmas (R)	Hanukkah (R)	Kwanzaa (E)	Pearl Harbor (F)
Jan	Chinese New Year (E)	Civil Rights Day (F)	Haji (may be different month each year) (R)	
Feb	President's Day (F)	Valentines' Day (S)		
Mar	Easter (March or April as applicable) (R)	Passover (March or April as applicable) (R)	St. Patrick's Day (S)	
Apr	Earth Day (S)			
May	Cinco de Mayo (E)	National Teacher's Day (S)	Memorial Day (F)	

Approved: 08/06

2109 LIBRARY

The Mountainville Academy Library will be open fifteen minutes prior to the start of the school day and forty-five minutes after school is dismissed.

Each student will be allowed to have a total of two books checked out at any given time. For each returned book, a new book may be checked out for a maximum of two books. The school librarian may grant a student the privilege of checking out additional books depending upon the individual situation. Check out time is for a period of one week, or until the next scheduled class library rotation. Students may be allowed additional check out time (up to three weeks) if they are still reading their books or using them for a school project as appropriate. If a particular book is a very popular and there are students on a waiting list to check it out, the student may be limited to one week check out time.

Students are responsible for the books they have checked out. If a book is not returned after a three week period, a book replacement fee notice will be sent home with the student. Appropriate charges will be assessed to the student for lost or damaged books. The charge will be for the lesser of the cost of the book repair or for the book replacement.

If a student has reached the three week overdue limit on one or more books and has received a book replacement fee notice, no additional items may be checked out until the book is returned, replaced, or paid for. If library fines for damaged, lost, or unreturned items are not paid by the end of the school year, library privileges will be denied for the upcoming school year until the items are replaced, paid for, or returned.

Some books, including but not limited to reference material and periodicals, are not available for checkout. Books not eligible for checkout are determined by the school librarian.

No food or drink is allowed in the library.

All volunteers must be trained prior to working in the library.

Access to the school library is a privilege for students. This privilege can be denied to any student whose behavior is disrespectful to the library staff and/or the library materials.

Approved: 08/06
Revised: 05/07

2110 LIVE ANIMAL/PET POLICY

I. PURPOSE

Mountainville Academy (MA) strives to create an educational environment that promotes academic and personal excellence in its students. The school recognizes that when properly utilized, live animals/classroom pets can enhance the education curriculum. This policy helps to ensure a safe and healthy environment for all students & staff by controlling the impact that live animals/classroom pets have on the school environment.

II. POLICY

MA recognizes that some individuals are susceptible to various allergens, diseases, or may have medical complications while near animals. As a result, the school has developed a policy to ensure the well-being of all individuals. This policy also helps ensure the humane and respectful treatment of live animals.

Teachers may keep live animals as pets in the classroom. Pets should be utilized as a teaching tool for the advancement of students and not merely acquired for their entertainment value. Prior to adopting a classroom pet, teachers should determine whether or not alternative methods to live animals are more favorable for instructional purposes. Pets are not allowed in the classroom without the express written consent from the School Leader. All required school procedures must be met in order to maintain the pet in the classroom. Administration has the right to remove a classroom pet at any time.

III. DEFINITIONS

Definition of a *classroom pet*: A classroom pet is an animal that resides in the school facility during the school year and is cared for and observed by Mountainville Academy teachers and students.

1. Acceptable classroom pets: Only domestic animals may be kept as pets. Live animals for use as classroom pets must be purchased. Classroom pets should be diurnal (awake during the day.) Under appropriate conditions, acceptable pets may include, but not be limited to: fish and other approved aquatic animals, gerbils, guinea pigs, domestic rats and mice, caterpillars, butterflies, stick insects, approved non-dangerous insects, and approved non-dangerous spiders.

2. Unacceptable classroom pets: No exotic or wild animals may be kept as pets (including locally caught animals). Unacceptable pets include, but are not limited to: reptiles and amphibians (including frogs, turtles, lizards, and snakes), dangerous insects, dangerous spiders, birds, hamsters, rabbits, ferrets, chinchillas, and any other species deemed inappropriate, unsafe, or a health hazard as determined by the School Leader, MA Board of Trustees, or the Department of Health. Limited special exceptions may be granted by the School Leader to approve specific amphibians or reptiles determined to cause minimal health or safety risk in the classroom to either

people or the animal.

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

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

IV. GENERAL POLICY GUIDELINES & PROCEDURES

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

10. Children are to be instructed on safe handling of the pet. Children must be closely supervised at all times while interacting with the pet, for the welfare of both the children and the pet.
11. Classroom pets are not permitted to breed. If several animals of the same species are being maintained as classroom pets, males and females should be kept separate at all times
12. Animals are not allowed on busses.
13. Animals used for the purpose of assisting individuals must be registered in the front office upon arrival.

Approved: 09/10

2111 PRAYER IN SCHOOL/RELIGIOUS OBSERVANCE AND EDUCATION

Mountainville Academy has no policy that prevents or otherwise denies student participation in constitutionally protected prayer. Students are allowed to pray in school if they choose; however, school personnel are prohibited from leading the class in a prayer.

Mountainville Academy will maintain constitutional freedom in regards to religious observation and education. School activities, performances, or displays which include religion, or religious thought or expression, or the influence of religion on music, art, literature, law, politics, history, or any other element of the curriculum which is designed to achieve secular educational objectives will be undertaken. No aspect of cultural heritage, political theory, moral theory, or societal value will be included or excluded from the curricula simply because it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or supreme being.

Adapted from Utah Code 53A-13-101.1

Approved: 08/06

2112 USE OF MEDIA AND ENTERTAINMENT

Videos and DVDs may play an important supplementary role in classroom instruction, but should not be used as the main medium of instruction. In order to facilitate the intellectual growth of all students, teachers are expected to integrate a variety of teaching mediums in the classroom.

The School Leader must pre-approve any video, DVD, or movie that is shown in the classroom or any other school-related function whether on or off-campus. When choosing music, movies, Internet content, and other forms of mass media or entertainment, staff must make certain that the content is appropriate and relevant to what is being taught in the classroom. Additionally, media choices must not contain objectionable content. Movies which are labeled as Not Rated, G, or PG are generally considered acceptable; however, even within these bounds, teachers must utilize sound judgment of appropriateness within the classroom. Movies rated PG-13 or R and above are not acceptable.

Educational software/cable networks must be school approved and used under the direction of staff who are supervising the computer or TV where the software/programs are being used.

Approved: 08/06
Revised: 02/11

2200 Non-Instructional

2201 CALENDAR

The Mountainville Academy annual school calendar is closely aligned with the Alpine School District (ASD) annual school calendar. This alignment is provided in order to allow families with children in various local schools to have synchronized annual school calendars. If Mountainville Academy's schedule occasionally deviates from the ASD calendar, attendance at Mountainville Academy is required.

The board shall establish the number of days or equivalent instructional hours that school is held for an academic school year. When allowed by State law (53A-17a-103) the MA Board of Trustees may reallocate instructional hours or school days for teacher preparation time or teacher professional development. If the Board chooses to reallocate hours, this will come as a recommendation from the Academic Excellence Committee in conjunction with the School Leader.

Approved: 08/06
Revised: 05/14
Reviewed: 11/19

2202 CLASS PARTIES

In-class celebrations may be held prior to the winter break, spring break, end of the school year, and/or as dictated by the curriculum. Individual birthday celebrations will be at the discretion of each teacher.

Utah State Law prohibits students from consuming "homemade" food in a classroom setting. All foods must be store bought and packaged. Students should not bring treats, candy, goody bags, etc. to school at any time unless specifically assigned by the classroom teacher or roomparent. Teachers will advise students of any allergies/food limitations prior to the food assignments being scheduled.

Halloween will be observed at the school by allowing students the opportunity to dress up in costume. Clothes may be worn under costumes when appropriate, and it is not necessary that these clothing items be the school uniform. If a student chooses not to wear a costume, the student is not required to wear the regular school uniform. The regular academic school day schedule will be observed with an in-class party held at the end of the school day.

Students must adhere to the following guidelines when wearing Halloween costumes to school:

- No masks
- No blood or gore
- No weapons

Students who do not adhere to these guidelines will be asked to remove the part of the costume which is not in compliance. If this is not possible, a parent will be called to pick the child up from school or to bring something appropriate to the school and/or to resolve the problem.

Approved: 08/06
Revised: 09/06
Reviewed: 11/19

2203 CLASS SIZE EXPANSION

Mountainville Academy is committed to keeping class sizes and teacher-student ratios small, and therefore limits class size to 25 students. At the same time, the school recognizes that on occasion there may be extenuating circumstances that justify a class size increase above 25 students. Class size is critical to the success of students, teachers, and the school as a whole; therefore, the option to expand class size above 25 students should only be exercised in rare instances and when no other option exists. Depending upon the circumstances at hand, the School Leader may decide at his/her discretion whether or not to allow a class size increase, or seek the guidance/decision of the Board of Trustees.

Approved: 03/07
Revised: 02/11
Reviewed: 11/19

2204 CLOSURE AND DELAY

While emergency closings occur infrequently, Mountainville Academy is prepared for the unlikely event that the building systems could malfunction rendering the building unfit for occupation, or for weather which makes it necessary to send children home. During severe weather, families should check the school's social media applications, or local radio and TV stations for announcements regarding school closings or delayed openings. The school will also send a text and email notification regarding a delay or closing.

Please be aware of the variety of weather experienced by the cities our school serves. Weather may be severe in one city and acceptable in Alpine, or vice versa. Therefore, please listen for Mountainville Academy to be specifically mentioned in a school closure announcement to determine whether or not the school is in operation. The following two alternatives are available for "severe weather" days:

School Cancellation: Notification of school cancellation will be provided through local radio and TV stations. Additionally, the school's social media applications will have a cancellation notice posted by 7:00 a.m. indicating that school has been cancelled for the day. A text and email notification will also be sent.

Delayed Start: A delayed start occurs when the school day begins two hours later than usual (10:00 a.m.). A delayed start will be announced on local radio and TV stations beginning at 7:00 a.m. The school's social media applications will also have a delayed start notice posted by 7:00 a.m and a text and email notification will be sent. School will dismiss at the regular time of 3:00 p.m. (Mon.-Thurs.) and 12:30 p.m. (Fri.) regardless of a delayed start.

Approved: 08/06
Revised: 05/07
Revised: 08/07
Revised: 02/19
Revised: 11/19

2205 DAILY SCHOOL OPERATION

Grades 1-9
School begins each day at 8:00 a.m. School is dismissed at 3:00 p.m. Monday through Thursday and 12:30 p.m. on Friday or half days.

Kindergarten
For AM classes, school begins each day at 8:00 am. School is dismissed at 12:30pm Monday through Friday for half day classes.

For All-Day Kindergarten classes, school follows the traditional elementary school schedule which begins each day at 8:00am. School is dismissed at 3:00pm Monday through Thursday and 12:30 pm on Friday or half days.

Approved: 08/06
Revised: 05/07
Revised: 09/08
Revised: 11/12
Revised: 02/19

Administrative Rules

Parents may drop off students for the school day beginning at 7:30 a.m.

Elementary students who will go to the big gym and participate in our school's supervised Elementary Running Club until 7:50 a.m. Middle School students will be supervised outside on the south playground until 7:50 a.m. In the case of inclement weather, middle school students may go into the middle school gym before school starts. The school start bell will ring at 8:00 a.m. Students who are not in the classroom by the tardy bell (8:05 a.m.) are considered tardy and must retrieve a tardy slip from the office prior to entering class.

After school is dismissed parents must pick up their student(s) no later than 20 minutes after class. If a parent knows they will be later than the above times, due to extraordinary circumstances, they must call the office to inform the school.

Approved: 08/06
Revised: 04/09
Revised: 11/12
Revised: 02/19
Revised: 01/20

2206 LEAVING DURING THE SCHOOL DAY

All appointments should be scheduled outside of school hours when possible. If it is necessary for a student to leave school during school hours, the parent must report to the school office to retrieve the child. The student will be called from the classroom to the office for dismissal. Students may not be called out of class between 2:30 and 3:00 p.m. (Monday-Thursday) and 12:00 noon and 12:30 p.m. (Friday). For the protection of students, parents are required to sign students out of the school in the office any time a student is picked up from school prior to regular dismissal time.

No child will be permitted to leave the school with any adult other than a parent or legal guardian unless the parent or legal guardian has given written permission to release the child to that person's custody. Any adult who is authorized to pick up a student must be listed on the emergency contact card of that student. Parents will not be allowed to call the school to request that an alternate adult be permitted to pick up their student(s) on their behalf. Without exception, parents and all others who sign a student out of the school during the day will be required to show photo ID. If desired, parents may leave a photocopy of their ID on file. When a written note is provided authorizing the release of a child to a non-parental, non-custodial adult the office will photocopy the adult's ID, sign and date the copy, and place it in the student's file prior to releasing the child to them.

Students cannot walk home alone or meet the parent outside the building during school hours.

Mountainville Academy abides by the Buckley Amendment with respect to non-custodial parents. It is the responsibility of the custodial parent to provide the school with an official copy of a court order specifying the limitations of the non-custodial parent.

Approved: 08/06
Revised: 05/07
Reviewed: 01/20

2207 LUNCH

Mountainville Academy does not currently provide food services for lunch. If available, the Family School Organization will communicate to parents specially arranged optional services such as a pizza day as well as the associated cost.

Students must bring their own lunch and drink from home daily. In order to maximize the school's learning environment, families are encouraged to pack healthy foods and to minimize snack and dessert foods. Drinks should also be healthy and low in sugar, such as milk, water, or natural fruit juice. Soda, drinks that stain (e.g. red, orange, or purple punch), and gum are not allowed on campus. In accordance with Health Department rules, students may not trade lunches or individual items for the safety of students with allergies.

All food shall be consumed in the designated areas as specified by administration. Students are expected to behave politely and converse quietly while eating lunch. No shouting, horseplay, or food throwing is allowed. Students who do not follow these guidelines will be subject to established discipline policy. Each student will be responsible to leave his/her eating space neat and clean. Prior to all students being dismissed from the lunchroom, the students are expected to ensure that no food or garbage has been left on the table or the floor.

Families who have children with special dietary needs, such as a food intolerance or food allergies, should notify the school of such conditions. The school will work with the family and then make a determination as to how to accommodate that child's individual needs. The school will put forth its best efforts to mitigate possible risks associated with the condition.

Approved: 08/06
Revised: 08/07

2208 LOST AND FOUND

In order to help the school return lost items to students, coats, backpacks and other items should be labeled with the student's name. All items presumed to be lost or misplaced by students will be placed in the school's Lost and Found box.

Items will be donated on a timetable set by the School Leader. Notices will be sent home at least two weeks prior to the donation. Families will be contacted prior to donation for any clearly labeled item. The school assumes no responsibility for lost items.

Approved: 08/06
Revised: 09/12
Reviewed: 01/20

2209 PASSES/LEAVING CLASS

In order to leave class students MUST have a hall pass. Each classroom will be issued only one hall pass so that multiple students are not leaving class at the same time. The hall pass must be in a teacher controlled location so that the students cannot have access to passes without the teacher's permission.

Approved: 08/06

2210 PLAYGROUND

Mountainville Academy will provide appropriate playground supervision for its students. The school will provide one staff member, teacher, or administrator for approximately every 75 children on the playground.

Supervised school times include 15 minutes prior to the start of school, recess, P.E. time if applicable, and other specified school-sponsored activities. During the school day, students are not permitted to use playground equipment at any time that is not designated as supervised play time, including while waiting for rides after school. Mountainville Academy does not assume responsibility for accidents on the playground, including those involving non-students, during unsupervised times of the day and during non-school days.

During supervised playground time, students must not:

- Play outside the fenced perimeter or other designated play area at the discretion of the supervising adult.
- Leave the designated area without the knowledge or permission of the supervising adult.
- Play in landscaped areas or tree beds
- Play with, throw, remove, or destroy rubber playground mulch
- Play with sticks, rocks, or any other sharp or dangerous object
- Throw rocks, dirt, or other objects not intended for throwing (i.e. balls, Frisbees, etc.)
- Throw snowballs or ice
- Climb on fences, dumpsters, basketball standards, light poles, buildings, ladders, etc.
- Wrestle, hit, kick, push, shove, or engage in any other physically aggressive activity that could harm other students
- Engage in games that are unkind, demeaning, or abusive to other students. When playing games, students are encouraged to include all students who are interested in participating.

Students who disobey playground rules will be subject to established discipline policy. The supervising adult should not send a misbehaving student back into the school building unsupervised. The supervising adult should not send a misbehaving student directly to the office or the School Leader unless there has been a severe infraction of playground rules, repeated occurrences of misbehavior, or blatant disrespect for the supervising adult, other students, or the playground rules.

Approved: 08/06
Revised: 08/07
Revised: 02/11
Reviewed: 11/19

2211 RECESS

Recess provides the time that all students want and need during the day to engage in self-directed activity. All students in elementary grades will have 15-minute recesses daily. During recess, all students are to remain in the designated playground area. All students are expected to follow the playground rules and respect the authority of the supervising adult(s).

Students in elementary grades will have an additional recess following their daily lunch time.

Approved: 08/06
Revised: 05/07
Revised: 11/19

2212 SCHOOL HOURS

Student Hours

Monday through Thursday: The school day for first through ninth grade is 8:00 a.m. to 3:00 p.m. Morning kindergarten hours are 8:00 a.m. to 12:30 p.m.

Friday: Friday is a shortened day for all grades. The school day on Friday for first through ninth grade is 8:00 a.m. to 12:30 p.m.

Office Hours

During the days of regular school operation, the office will be open thirty minutes prior to the beginning of school and will close sixty minutes after school is dismissed. The office is closed during holidays and the entire month of July. Voice mail is available at all times.

Approved: 08/06
Revised: 05/07
Revised: 08/07
Revised: 11/19

2213 SEVERE WEATHER

The safety of students at Mountainville Academy is of concern to all school personnel. As such, rules and procedures to maintain safety have been established.

The school building has been examined to determine the most protected areas in the event of severe weather. Drills will be held in accordance with state guidelines to familiarize students with appropriate procedures.

Outdoor activities will be curtailed whenever the possibility of a lightning storm exists. The following guidelines will be applied by those on duty to determine the existence of a hazard:

- Rolling tumultuous clouds
- Sudden darkening of the sky
- Unusual stillness
- Lightning spotted and thunder heard in the surrounding areas

Approved: 08/06
Revised: 06/13
Reviewed: 11/19

Administrative Rule:

1. In the event of temperatures below 20 degrees, inside recess will be held and middle school students are allowed to wear coats between classes.
2. In the event of bad air days, Administration will follow the Utah State Health Department health advisement as to which students, if any, will be allowed to have outside recess.

2214 TRANSPORTATION

Because Mountainville Academy's enrollment is open to students from communities near and far, bus transportation cannot be provided by the school or by the local school district. With the exception of field trips, parents will be responsible for the transportation of their children to and from the school and are strongly encouraged to participate in carpool groups. Policies and procedures governing carpool and associated traffic flow graphics are published by the school and are available on the school's website

Students may walk or ride bicycles and scooters to and from school as well as to and from school sponsored activities. Bikes/scooters should be placed in the racks and locked. Students should walk their bikes/scooters across all cross walks and also on the school property. Motorized vehicles, skateboards, roller blades, and shoes with wheels are not allowed. Mountainville Academy is not responsible for bikes/scooters that are lost, damaged, or stolen on school property or during school-sponsored events.

Mountainville Academy is not legally responsible for students before they arrive at school or after they have left the school.

Approved: 08/06
Revised: 08/07
Revised: 06/13
Reviewed: 11/19

3000 STUDENTS AND PARENTS

3100 Parent & Community Involvement

3101 BACKGROUND CHECKS (6402)

Purpose:

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. Mountainville Academy is a public Charter School that is committed to the educational success of our students. Mountainville Academy believes that having qualified individuals in positions to contribute to the School's overall strategic success is vital. Background checks also serve as an important part of the selection process when hiring employees..

Policy:

• Mountainville Academy will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

• Mountainville Academy Board of Directors and School Leader reserve the right to make the sole determination concerning information or any employment decision arising out of the background check.

• Mountainville Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

For Job Candidates:

• Mountainville Academy conducts background checks on all job candidates postcontingency offer, but prior to written offer. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

• All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

Offer of Employment Process

Once a candidate has been identified for hire, the School Leader submits the employment application and a recommendation to hire. When verbally making the offer of employment to the successful candidate, the School Leader must inform the candidate

that the offer is contingent upon the successful results of the background check. A background check is then run for the candidate.

General Guidelines:

1. ASSOCIATED COSTS: Fees for background checks will be paid by the school for all employees and board members. Fees for volunteers will be paid by the volunteer; however, the FSO will pay for a background check for a volunteer if the volunteer qualifies for the free or reduced lunch program. .

2. TYPE OF BACKGROUND CHECK: The background check that is performed must include a name check, fingerprint search, and FBI database search.

3. NEW HIRES: Background checks are required for all new hires. This includes all fulltime, part-time and temporary part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the school has verified results of the background check.

4. REHIRES: A background check is required for all rehires that have been separated for longer than 90 days.

5. EXISTING TEACHERS: All teachers are required to have a background check as part of State re-licensing requirements.

6. VOLUNTEERS: A background check is required for any volunteer who will have direct contact with any student of Mountainville Academy while on the school campus or while volunteering for field trips.

7. EMPLOYMENT CONTINGENCY: Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check.

8. AUTHORIZATION BY APPLICANT: The candidate must authorize the background check. This is done by having the applicant complete the Background Authorization form. This form is available to the applicant in the front office and can be sent via e-mail to the candidate as well.

Verification of Background Checks:

If any discrepancies or criminal history are noted, the school reserves the right to consult with the office of State Risk Management, or any other pertinent office for determination. The School Leader will contact the candidate to inform him/her that Mountainville Academy is rescinding its contingent offer of employment. The School Leader will bring anything other than a clear background check to the Executive Committee to approve before finalizing employment. If a volunteer's background check is returned with unfavorable results the school reserves the right to revoke all future volunteer and / or employment opportunities.

Returning to work following an arrest:

Licensed educators, non-licensed employees and volunteers (including board members) shall report arrests, citations, or charges to the School Leader within 48 hours or as soon as possible in accordance with R277-516. For licensed educators, the School Leader will then report the information to USOE. The School Leader may choose to direct the employees to not report for work, consistent with 6305 EMPLOYEE MISCONDUCT POLICY. The School Leader may restrict volunteer activities consistent with 3113 VOLUNTEER SERVICE. The Board of Trustees may pursue removal of a board member consistent with MA Charter and Bylaws.

Approved: 04/09
Revised: 10/09
Revised: 06/11
Revised: 11/13
Revised: 03/14
Revised: 09/15
Revised: 04/16

3102 COMMUNICATIONS

The phones in the front office are for the use of school personnel and official school business only. Except for emergencies, neither teachers nor students are called to the phone during school hours. Mountainville Academy staff is not responsible for transmitting messages from parent to child or vice-versa. Please complete all family communication prior to the start of the school day. However, the front office has a phone which is available for student use for local phone calls before and after school and during breaks should the necessity arise. Students must obtain permission from an administrator or secretary to use the school phone. Students are not permitted to possess or use cell phones in the school or on the school grounds.

Mountainville Academy encourages ongoing parental communication with the school. Communication may be accomplished by email, phone, or written notes. Additionally, the students' homework and communication folder provides for comments by both the parents and the teachers. Teachers and administrators are expected to respond to all communication from parents in a timely manner. In conjunction with administration, the Family School Organization will regularly publish a school newsletter/bulletin containing pertinent general school information which needs to be communicated to families.

Academic communication is a priority at Mountainville Academy. Teachers will communicate to parents on a weekly basis concerning homework, student behavior, lesson plans, and school activities. SIS GradeBook is available online for parents and students to monitor and communicate progress on an ongoing basis throughout the year; specific information on how to access SIS GradeBook is available through the school. Progress reports and report cards will be published at designated intervals.

During the week prior to the beginning of each school year, Mountainville Academy will hold a Student Open House. The Student Open House will give parents and students the opportunity to meet their new teacher, view the facilities, identify the location of classrooms and restrooms, and become familiar with other locations throughout the school. The Student Open House is designed to help students feel prepared and comfortable on the first day of school.

During the first week of school, Mountainville Academy will hold a Back-to-School Night for parents. The school and/or teachers will provide curricular information regarding what the children will be taught during the school year. Additionally, the teacher will explain the daily classroom schedule, instructions regarding the homework and communication folder, class grading procedures, homework and testing expectations, yearly calendar, and any other information the teacher feels is specific to his/her classroom. The School Leader and other important school officials will also address the parents during the evening. Parents will be informed of volunteer opportunities and upcoming events.

Approved: 08/06
Revised: 08/07
Revised: 02/11

3103 EAGLE SCOUT PROJECTS

Mountainville Academy greatly appreciates the willing and dedicated service offered by Boy Scouts who desire to complete their Eagle Scout projects for the benefit of the school. The following guidelines and principles have been established to govern potential Eagle Scout projects which may be approved and completed on behalf of the school.

1. If a prospective Eagle Scout would like to do a project for the school, he should begin by contacting the Family School Organization (FSO) Eagle Scout Project Coordinator. During this initial discussion, the Boy Scout should present and discuss his idea to ascertain whether or not the project idea fits within the guidelines established by the school. The Boy Scout may work with the coordinator to adapt the project as necessary.
2. If the prospective Eagle Scout would like to do a project for the school, but is unaware of the needs of the school, the FSO Eagle Scout Project Coordinator may work with the Boy Scout to identify and design a project to benefit the school which meets the established guidelines.
3. The FSO Eagle Scout Project Coordinator will work with a member of the Mountainville Academy Board of Trustees and/or the School Leader as needed during both the planning and implementation process. Either the Board of Trustees or the School Leader must approve the project, as appropriate, before the project is initiated.
4. If a project is proposed that the school does not feel is necessary or beneficial to the school, the project idea may be rejected. All proposed service projects or cleaning projects may be approved at the discretion of the School Leader. Any proposed project that alters the property, school grounds, or school building in any manner must be approved the Board of Trustees. Likewise, any fundraising or advertising which is done by the Boy Scout in the name of the school must be approved by the Board of Trustees.
5. When approving potential Eagle Scout projects, the school will consider the following factors: cost of ongoing maintenance, actual cost of project as compared to value of project, durability, future replacement costs, quality of workmanship to be performed, safety considerations, potential damage which may occur, and various other factors related to both the short-term and long-term impact of the project.

Approved: 07/07
Revised: 02/11

3104 FACILITIES USAGE POLICY

PURPOSE
To define how and when the Mountainville Academy Facility can be used and the rates that will be charged per hour for use.

DEFINITION
Facilities means the school buildings, equipment, and property belonging to Mountainville Academy. Individuals who are school related must be present during entire rental and are responsible for clean-up and security of the building.

POLICY
Mountainville Academy desires to provide opportunities for the community to use and access its' facilities for appropriate uses. Anyone desiring to use the building during afterschool hours must reserve the building according to this policy.

USE OF SCHOOL FACILITIES
The primary use shall be for the educational program of Mountainville Academy. All other uses shall be secondary and shall not interfere with the school program or purpose.

RENTAL
Those desiring to use the Mountainville Academy facility shall fill out a form through the front desk. Entities desiring to use the building will be allowed to do so as long as their purpose is acceptable, receives administrative approval, and does not conflict with official Mountainville Academy events.

Mountainville rents several areas in the school- see the following chart for rates and areas. Entities need to pre-pay for building usage a month before the event takes place Entities are responsible for basic cleanup of the facility after their activity is complete. Mountainville Academy will be responsible for the security of the building after the event is complete.

Entities renting the building are responsible for any and all damage occurred during the rental of the facility. The facilities must be left clean and in the same condition as the user found them. The school reserves the right to assess clean-up charges.

If a group desires to use more of the facility than is usual, the administration negotiates with these groups on an individual basis.

Entities desiring to use Mountainville Academy facilities for events designed to gain profit may be denied or charged a higher fee.

Mountainville Academy administration reserves the right to modify the charge based on regular use and or special circumstance and to assess additional fines for damage occurring during an event.

SCHEDULING

Requests for scheduling will be processed at the end of each business day 5 p.m. (i.e. all applications received on that day) with the following priority when request are conflicting:

1. Current Employee/School Board
2. Parents of students attending Mountainville
3. General Public

SUPERVISION

All entities will ensure that appropriate supervision is provided when renting the facility. When children are part of the renting entity, adult supervision should be provided at all times. Children are not to be allowed to leave the rented area of the building without adult supervision. All entities shall respect Mountainville Academy property and ensure that damage does not occur and that children are in the sight of adults at all times.

LIABILITY COVERAGE

All events and activities held at the school must have appropriate liability and damage coverage. Mountainville Academy assumes no liability for personal injury or property damage on behalf of the lessee. The lessee is required to provide a Certificate of Insurance for liability and property damage in an amount not less than $1.000.000.00 per occurrence. The certificate must provide appropriate coverage for the activity, and name Mountainville Academy and Mountainville Properties as additional insured.

CANCELATION

Mountainville Academy reserves the right to cancel a reservation at any time. Rental fees will be exchanged for additional time when Mountainville Academy cancels the reservation. Entities renting the facility must provide 1 weeks' notice for cancellation to receive a refund. If an entity cancels less than 1 week, and more than 48 hours before the event, they can reschedule their time for no additional cost. Cancellations less than 48 hours prior to the event do not receive a refund.

OPEN AVAILABILITY

School related individuals may use the facility free of charge at any time if request for use is within 48 hours and the building is not reserved.

RENTAL RATES PER HOUR

	School Related*		Charitable Entity	For Profit
Gym	$25	$50	$75	
Library	$0	$20	$40	
Classrooms	$0	$10	$20	

*Individual in this category may rent the facility for free for 1 hour per week. Each additional hour will be at the rates identified in this chart. Individuals can rent the facility up to 3 hours per week at this rate and must be present at all time during the rental period.

Approved:	10/07
Revised:	04/09
Revised:	02/10
Revised:	02/11
Revised:	01/20

3105 FUNDRAISING, DONATIONS, GIFTS, AND SPONSORSHIPS

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

A. Purpose

MA encourages community and business partnerships that enhance and supplement the public education system. MA also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. MA is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donors' charitable intent to the extent that the intent of any donation or gift is in harmony with MA goals and the law, and is appropriately approved. MA reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships.

B. Scope

This policy applies to all MA administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school sponsored events; and who receive, authorize, accept, value, or record donations, gifts or sponsorships on behalf of MA.

It is expected that in all dealings, MA administration, staff, and school employees will act ethically and consistent with MA's policies, the Utah Educator Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

C. General Policy Statements:

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including MA [Utah Code 51-7-3(26)]. All monies received through fundraising activities, donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become public funds and the property of MA , and should be used for the purpose for which they were donated and in accordance with State and MA policies.
3. Fundraising is permitted by MA to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.

4. MA is committed to appropriate distribution of unrestricted funds and the management of fundraising, donations and gifts to ensure that the educational opportunities for all students are equal and fair.
5. MA is committed to principles of gender equity and compliance with Title IX guidance. MA commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The benefits derived from fundraising, donations and gifts should be equitable for all students, comply with Title IX and be in harmony with Article X of the Utah Constitution.
6. MA is a non-profit organization and all donations are tax deductible.
7. MA will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
8. The collection of funds or assets associated with fundraising, donations, gifts, or sponsorships will comply with MA's cash receipting policies. The expenditure of any public funds associated with fundraising, donations, gifts, or sponsorships will comply with MA's cash disbursement policies.
9. MA employees may not direct operating expenditures to outside funding sources to avoid MA's procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.)
10. MA employees must comply with MA's procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
11. Donations and gifts should be accounted for at an individual contribution level.
12. Donations, gifts, sponsorships, and fundraising monies or assets shall be directed to MA. Checks, gift cards, money orders, cashiers checks, etc. given as donations, gifts, sponsorships and fundraising monies or assets shall not be made out to specific employees, individual students, vendors, volunteers, or brand name goods or services.
13. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by MA.
14. "School-Sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by MA that support the school or authorized curricular school clubs, activities, sports, classes or programs and also satisfy one or more of the following criteria. The activity:
    a. Is managed or supervised by MA or by a MA employee.
    b. Uses MA's facilities, equipment, or other school resources.
    c. Is supported or subsidized, more than inconsequently, by public funds, including MA's activity funds or minimum school program dollars.
    d. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53A-11-1205 through 1208.
15. All fees for school-sponsored activities must be properly noticed and approved by the local board of education and are subject to fee waiver provisions R277-407.
16. School leader, consistent with MA policy, has the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.

17. Annually, MA will review all planned camps, clinics, activities, and fundraisers and determine those designated as school-sponsored. Those not designated as school-sponsored will follow the non-school-sponsored criteria in Section E.
18. Properly approved school-sponsored activities may:
    a. Use the school's name, facilities, and equipment.
    b. Utilize MA employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
    c. Be insured under MA's risk management policy (pending approval by the school director) or general liability insurance policy.
    d. Provide additional compensation or stipends for MA employees with the approval of the school leader or immediate supervisor, and under MA's payroll policies.
19. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah code and Utah State Board of Education rules.
20. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or to MA employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations and gifts will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. MA employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
21. Receipts for donations and gifts will be provided upon request. The acknowledgement will be in the form of a receipt issued by MA.
22. Authorization and supervision of fundraising for school-sponsored activities:
    a. Fundraising shall be approved in writing, prior to the activity, by the board of trustees and supervised by a MA employee or volunteer designated by the approver. The approver shall ensure that the activity is appropriately classified as a school sponsored activity.
    b. Student led service projects shall be approved by the school leader in conjunction with approval of the Development Committee.
    c. The sale of banners, advertising, signs or other promotional material that will be displayed on school property must be approved by the school leader before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited. Donations or gifts that depict these products are also prohibited.
    d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the business administrator, the director, and the board of trustees.

D. General Fundraising Standards
1. MA reserves the right to prohibit, restrict or limit any fundraising activities.

2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from the fundraisers.
3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect their participation time or standing on any team, club or group, except as to fee waiver requirements.
4. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other MA employee or volunteer.
5. MA may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
6. Door-to-door sales are prohibited for all students.
7. **Any type of Multi-level marketing (MLM) is prohibited.**
8. Approval may be denied for fundraising activities that would expose the school to risk of financial loss or liability if the activity is not successful.
9. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
10. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the office to be included with the deposit detail.
11. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
12. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

E. Procedures for Donations, Gifts, and Sponsorships

1. Types of Donations, Gifts, and Sponsorships
    a. Products
        i. MA may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.
    b. Cash Donations

i. Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with MA's cash receipting policies.
ii. Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.
iii. Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions shall be made to a program, the school, division, or department–not directly to individuals–and employment will be processed through MA's Human Resources Department and Payroll Department. MA reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Title IX or other laws, are not economically in the best interest of the school, interfere with education goals, or for any other reason determined by MA.
iv. Cash donations shall not be used to augment an employee's remuneration beyond the remuneration associated with the salary schedule of the employee's position.

c. Donor and Business Partner Recognition
i. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on MA buildings or structures with written approval from the director. The board of trustees may grant approval for the naming of buildings, structures, rooms, or other facilities.
ii. The director may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials shall feature the school-business partnership and not promote or endorse the business named.

d. Equipment, Supplies, or Goods
i. MA may accept donated equipment, supplies or goods for use in the school or for school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

2. Approval and Acceptance of Donations, Gifts, and Sponsorships
a. Donations, gifts, and sponsorships valued at more than $250 must be documented by MA. A copy of the documentation will be sent to the business administrator and a receipt for charitable contribution purposes will be issued to the donor upon request.

F. Capital Donations/Fundraising, Gifts/Large Donations, and/or Gift/Fundraising Projects

1. All fundraising projects, donations or gifts for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the board of trustees. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business administrator for evaluation and recommendation to the director:
    a. Prospective construction, maintenance or renovation plans and estimated costs
    b. Proposed naming opportunities
    c. Proposed donation or gift timeline
    d. Proposed fundraising timeline
    e. Loans or financing agreements
    f. Maintenance or upkeep requirements and costs
    g. Assurances of compliance with Title IX
2. The director will make a recommendation to the board of trustees. The board of trustees reserves the right to tentatively approve plans, pending donations, pending fundraising, gifts, equity, or other conditions.
3. All physical facilities are owned and operated by MA. No part of any school facility or equipment may be named for a donor without the express written consent of the board of trustees.
4. MA shall only grant naming opportunities that are consistent with the mission and educational objectives of the school. Decisions regarding naming opportunities are within the sole discretion of the board of trustees.

G. Advertising

1. School administration has complete discretion with regards to the distribution of commercial flyers, bulletins, newspapers, etc. MA will not distribute any items that are partisan or religious. No flyers shall be placed on vehicles parked on school grounds.
2. Students and employees of MA, including teachers and administrators shall not act as agents for commercial agents during school hours or contract time.
3. A MA employee's participation in a private, but education-related, activity must be separate and distinguishable from the employees' public employment. MA employees may purchase advertisement space to promote private or non-school sponsored events in the same manner as the general public. The employee's employment and experience can be used to demonstrate qualifications. The advertisement must clearly state that the activity is not school sponsored.

H. Non-School Sponsored Activities and Fundraisers

1. Activities, clubs, groups and their associated fundraisers or other activities that are not school sponsored or groups, clubs, sports, and programs that are not managed by MA employees are deemed to be non-school sponsored. Non-school sponsored activities may:
    a. NOT use the school's name without express permission from the director.

b. NOT use the school's facilities, equipment, and other assets or staff unless a facilities use agreement is initiated and approved. These agreements should follow MA policy for other facilities use agreements.
c. NOT utilize MA employees (in their official capacity) and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
d. NOT be insured under MA's risk management or insurance policy. Non-school sponsored activities must provide their own insurance through a third-party insurer.
e. Not co-mingle public funds and private fundraising proceeds or expenditures.
f. Not use school records to contact parents or students.

2. Funds, donations, or gifts generated through non-school sponsored activities or events may be donated to MA to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow the guidance established in this policy.
3. Non-school sponsored activities may work in conjunction with MA to raise funds. MA may allow these groups to use the school's facilities at little or no charge in exchange for contributions or percentages of proceeds. MA may choose to provide some level of support or pay for portions of these activities. These arrangements shall be set forth in a written agreement or contract, and all transactions will be conducted as "arm's length transactions". These agreements shall take into consideration MA's fiduciary responsibility for the management and use of public funds and assets. The terms of these contracts will be approved by the school leader, the facilities use agreement approver, and the business administrator. MA will consult with its insurer or legal counsel to ensure risks are adequately considered and managed.
4. Non-curricular clubs specifically authorized under Utah Code 53A-11-1205 through 1208 are not considered school-sponsored.

I. Employee Relationships and Disclosure

1. Participation in Private or Non-School-Sponsored Events
    a. MA employees:
        i. May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
        ii. Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
        iii. May not contact students of MA using education records or information obtained through public employment unless the records or information are available to the general public.
        iv. May not use school time to discuss, promote, or prepare for a private or non-school sponsored activity.
        v. May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.

vi. May use school or student publications available to the general public to advertise and promote the private or non-school sponsored activity.
vii. May not require private or non-school sponsored activities for credit or participation in school programs.
viii. Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.

2. MA employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. The employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored.
3. MA employees may engage in outside employment with a private entity or other separate organizations that does not interfere with MA duties or job functions. Employees must complete the MA disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.
4. MA employees may not set up bank accounts for activities or fundraisers associated with MA responsibilities or job functions.
5. MA employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
6. MA employees may not direct operating expenditures to outside funding sources or groups to avoid MA procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
7. MA employees must comply with MA's procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

Financial contributions or other forms of donation are always welcome so that the school may continually grow and strengthen for the students of the future.

Approved: 08/06
Revised: 06/13
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3106 LIBRARY COLLECTION DEVELOPMENT POLICY

As a library for children and students, we seek for all books to be in accordance with a carefully written collection development policy in terms of educational significance, need, value, appropriateness of text, artistic quality, literary style, appeal, etc. The library seeks to purchase books which will thereby fulfill its stated Mission and Vision:

Mountainville Academy Library Mission Statement

The Mission of the Mountainville Academy Library is to expand the knowledge of students by providing quality literature and research materials, train the students and teachers to utilize the library resources, and support the school's curricula.

Mountainville Academy Library Vision Statement

The vision of the Mountainville Academy Library is to help children build character, expand their knowledge, inspire their imagination, and find joy in learning through reading quality literature. We seek to instill in children a hope for the future and a desire to contribute goodness and beauty to the world as they learn about this glorious earth, read of men and women of valiant character, and are introduced to many artists and their works.

Selection and Acquisition of Materials

The school library media specialist has the responsibility for the selection and acquisition of library media materials, based on the needs of the patrons and curriculum of the school. Any challenge to controversial materials will be handled in the manner set forth. Items are personally examined before purchase when possible.

Guidelines for selecting materials:

1. Educational value, curriculum requirements
2. Accuracy/currency of information
3. Potential for user appeal and student interest
4. Artistic quality, literary style
5. Author, illustrator, publisher, and producer reputation
6. School population (appropriateness for age range, reading levels, interests, languages, ethnicity, religion, etc)

Gift Acceptance

Gifts of materials or equipment may be accepted by the librarian with the understanding that they may or may not be added to the collection. The decision to include gift items in the collection will be based on some or all of the following considerations:

1. The item meets school curriculum requirements and standards of selection

2. The physical condition is satisfactory and/or can be maintained during circulation
3. The school is in need of the item. The school library media specialist has the right to decide the conditions of display, housing, and access to donated items. No estimate of value of donated items will be furnished by the school. The school may acknowledge the receipt of a list of titles or other donated items as prepared by the donor and accompanying the donation, with value indicated by the donor. Gift collections (e.g. coins, small scale models, ethnic clothing or dolls, wall hangings, etc), which the donor expects to be on permanent exhibit, will not be accepted without approval by appropriate school administrative staff, due to lack of space for such a collection.

When the library receives a cash gift or a grant for the purchase of materials or equipment, the funds will be spent to acquire items as determined by the library to fulfill the area of greatest need, or to purchase items as restricted by the donor. Selection of items is made according to the selection policy as outlined.
Magazine donations may be accepted by the library with no restriction placed on how they will be used.

If desired, donors are welcome to write a brief note in the front cover of donated books or place a "donated by" sticker on software containers or equipment.

The acceptance of a gift item is not to be interpreted as endorsement of the item by the Mountainville Academy or an employee of the school.

Procedures for Dealing with Challenged Materials

Any patron, parent, teacher, or member of the community has the right to challenge library materials for appropriateness.

1. If materials are challenged, the school library media specialist will give the individual a Request for Reconsideration form. In compliance with the intellectual freedom guidelines, the challenged material will remain available to patrons until the form is returned. If determined appropriate by the school library media specialist or school administration, the challenged material may be temporarily restricted from check-out to students. If the form is not returned to the library within one week, the material will return to circulation.
2. When the form has been completed and returned, the librarian will inform the Reconsideration Committee of the request and allow reasonable time for the committee to review both the form and the material being challenged.
3. The school library media specialist will recommend individuals to be appointed to the Reconsideration Committee and submit the names to the Board of Trustees for approval annually. The Reconsideration Committee will include a minimum of the following:
   1) one member of the library staff,
   2) one member of the K-5 teaching staff,
   3) one member of grade 6-9 teaching staff,

4) one parent,
5) one member of the Academic and Personal Excellence Committee.

4. The Reconsideration Committee will meet to make a decision based on the concerns of the individual, material in question, reasons for selecting the material for the library, and selection guidelines as outlined. During this meeting, the purpose of the questioned material can be defended as well as questioned so the committee can make a well informed decision as to whether to remove or retain the questioned item(s).
5. After discussion, the Reconsideration Committee will determine by majority vote the fate of the challenged material. Options include:
   a. Take no action
   b. Restrict access to students whose parents/guardians grant written permission only
   c. Restricted access to adults only
   d. Removal from the Mountainville Academy library
6. The individual who challenged the material will be sent a letter explaining the decision of the committee and the basis for that decision.
7. The Mountainville Academy Board of Trustees shall be notified by the school library media specialist regarding the decision outcome of all challenged materials.

When learning resources are challenged, the principles of the freedom to read, listen, and view must be defended as well. The challenged material may be temporarily removed from circulation during the reconsideration process, but not removed from the library before the final decision is made.

The major criterion for the final decision inclusion in the Mountainville Academy library collection is the appropriateness of the material for its intended educational use.

Intellectual Freedom

"Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas." http://www.ala.org/ala/oif/ifissues/censorshipschools.htm (accessed March 19, 2007)

Patrons have the right to experience intellectual freedom in the Mountainville Academy library, and the library staff will defend this freedom. When learning resources are challenged, the principles of the freedom to read, listen, and view must be defended as well. No parent has the right to determine reading, viewing, or listening material for students other than his/her own children.

Weeding

Steps in ongoing collection development and weeding include:

1) Analysis of existing materials-Analysis of existing materials is done on the basis of the age of the material, quantity of material within a subject area, frequency of circulation,

intellectual content and accuracy, and appropriateness for the characteristics of the patrons.
2) Selection and acquisition of new materials-Periodic special budgets for collection building may be necessary, and will be used for specific materials.
3) Evaluation of the entire collection, considering priorities for development-Priorities for collection development may include: curriculum requirements, school population, lost/stolen materials, patron requests, new developments within subject area, and changing media formats.

Decisions on weeding are the ultimate responsibility of the library media specialist. The weeding guidelines used by the library media specialist include the following:

- Extremely poor physical condition
- Outdated, no longer true
- Content unsuitable for users
- Duplicates of books whose popularity has decreased
- Materials rarely used
- Content that is biased, Condescending, patronizing, or stereotyping
- Encyclopedia editions and Atlases over seven years old

Items withdrawn from the library may be given away or destroyed.

Weeding should be ongoing, with the goal of a thorough weeding of the entire collection every two or three years.

Items that should be discarded less frequently:

1) Classics – except when a more attractive edition is available or there are too many copies on the shelf.
2) Local history – unless it can be replaced with new or updated copies
3) Materials not subject to rapid change – fairy and folk tales, fiction, biography, fine arts and sports (with the exception of rule books), poetry and literature, languages, religion.

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Revised: 02/11

3107 PARENT CONCERNS

See 3206 under “Conduct”

3108 PARENT RESPONSIBILITIES

See 3207 under “Conduct”

3109 PARENT RIGHTS

See 3403 under “Rights and Privacy”

3110 SCHOOL SPIRIT T-SHIRT CONTEST

Mountainville Academy may annually sponsor a t-shirt design contest for the purpose of building school spirit and promoting leadership principles. A winning design may be produced onto a t-shirt and worn in school as part of the dress code if provision for such wearing is provided in the approved Mountainville Academy Uniform Dress Code Policy. Students and employees who wear the school spirit t-shirt must always exhibit a high level of presentation that demonstrate respect for self and school, as outlined in the established guidelines of the school dress code policy.

School spirit t-shirts must be consistent with the school colors of white, navy, and cardinal. Shirt style may be short sleeve, long sleeve, cap sleeve, or three-quarter sleeve, but not sleeveless; shirts may be v-neck or crew neck. The school administration selects the shirt style(s) on which a winning design is to be produced and must consider at least the following elements: quality, cost, color, style, and adherence to the guidelines of school dress code policy.

The administration shall establish specific contest timelines, rules, and judging criteria and effectively communicate this information to students prior to the commencement of the contest. The elementary grades and middle school grades may hold separate contests, if desired. A predetermined judging procedure shall be established to include an initial stage in which teachers or other school leadership selects contest finalists through a fair process, such as with a rubric, who submitted drawings which meet the winning criteria specified below. The Board will approve the final drawings to be included in the student elections. The final stage of the contest may be a supervised student election in which students vote upon the chosen finalists through a fair process to select the contest winner. The administration and board retain the right to disqualify any design entry for any reason.

A winning t-shirt design must exhibit the following:

1) Design contains no commercial logos or trademarks (may include the MA lion)
2) Initials for Mountainville Academy, if used, are “MA”, not “MVA”
3) Design may not include religious or political content.
4) Design promotes school spirit, exemplifies leadership principles, and/or fulfills the theme of the contest
5) Primary design colors are consistent with the school colors of navy, cardinal, and/or khaki (tan). If additional colors are used, the colors harmonize well together and with the colors of the school plaid (e.g. white, black, yellow, green). Design colors print well onto the specified t-shirt color(s)
6) Design is the original art work of the student
7) Drawing is reasonably high quality and suitable for print onto a t-shirt

A winning t-shirt design will be printed onto the selected t-shirt style(s), sold to the student body, and worn in accordance with the approved school Uniform Dress Code Policy. Proceeds from the sale of the school spirit t-shirt will be used at the discretion of school administration.

Approved: 03/10
Revised: 06/13

3111 SUPPLEMENTARY SCHOOL PROGRAMS

The Mountainville Academy Academic and Personal Excellence Committee shall serve as the committee designated to develop supplementary school program plans.

Definition:

Supplementary school programs means programs that are offered to Mountainville Academy students in addition to the regular school content, specifically after-school enrichment classes and co-curricular activities. Supplementary school programs may also mean, at the discretion of the School Leader, specific programs that are offered during the regular school day or any other additional programs the School Leader may choose to assign.

Supplementary school programs shall:

- be in alignment with the school's mission, vision, and philosophy
- enhance the curricular objectives of the school
- have adequate adult supervision, including but not limited to:
    - appropriate student/adult ratio
    - background checks and fingerprinting on file at the school for all supervisors, including third-party instructors, and volunteers
- require the use of the standard Mountainville Academy Informed Consent form
- be appropriately covered under the school's insurance, or provide for its own insurance coverage

A plan for a supplementary school program shall include, but not be limited to:

- a description of how the plan will enhance the vision, mission and overall school goals
- a specific listing of materials, equipment, financial resources, instructors, supervision, etc. required to implement the program
- an analysis of the fiscal impact of the program to the school, i.e. materials, instructor time, utilities, cleaning and supervisory staff that may be necessary, and additional insurance expenses
- proposed fees and coverage of costs to be approved by the Board, including but not limited to:
    - any materials and instructor time
    - utilities and cleaning
    - building supervisory staff
- program-specific rules and behavior guidelines for both students and parents
- a class size minimum and class size limit (if applicable)
- a proposed schedule of use of the school facilities, coordinated with the School Leader
- a course of action in implementing the program, including a plan to staff the program and/or recruit volunteers which may include parent volunteer scholarship.

All supplementary school program plans developed by the Academic and Personal Excellence Committee are subject to the approval of the Board of Trustees and oversight of the School Leader. Programs shall be approved by June 30 in order to be implemented for the next school year. Programs not approved by this date shall undergo the approval process for the following school year. An exception may be granted at the recommendation of the School Leader.

Implementation of the program shall be consistent with all state and federal laws, the MA mission, vision, philosophy, charter, by-laws, and any other board-approved documents, and in partnership with the school's leadership.

Supplementary school program coordinators shall prepare and present an annual report to the Academic and Personal Excellence Committee which details results obtained from the implementation of the program, including but not limited to, student interest and fiscal success, to be evaluated for continuation of the program for the following year. All supplementary school programs must be approved on an annual basis.

References:

MA Documents:

1. School Improvement Plans
2. School LAND Trust Funds
3. Professional Development Plan
4. Reading Achievement Plan
5. Policy Development
6. MA Charter & By-laws

Approved: 01/10
Revised: 02/11

Administrative Rules:

Proposals for new or returning programs should be presented to the Academic and Personal Excellence Committee by June 1st to be offered in the following year.

3112 TITLE ONE PARENT INVOLVEMENT

Purpose

At Mountainville Academy, we believe that ongoing involvement of parents is very important to the success of our students' education. To meet the Title I Schools requirements, our school must create and support a strong parent-school partnership. In order to receive Title I funding for our school, programs that support parent involvement must be in place and implemented. Because Mountainville Academy is a targeted-assistance Title I school, only Title 1 students benefit from the funding and are considered participants. As a Title I school, we encourage parent volunteerism and plan meaningful activities in which parents and families may participate.

Policy

Annually, Mountainville Academy will convene a Title I orientation meeting, in conjunction with other orientation events at the beginning of each school year. All parents will be invited and encouraged to attend. The purpose of the meeting will be to inform parents of the school's participation under Title I and to explain Title I requirements and parents' rights to be involved. The School will also inform parents regarding the curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

Meetings will be scheduled on various days of the week, in order to make parental involvement in such meetings as convenient as possible.

A group of parents, representative of the student body, will be used to form the Title 1 Parent Team, which will be responsible for the construction and revision of this policy and the Parent-Teacher-Student compacts. In addition to these parents, a representative from each of the Academic and Personal Excellence Committee (AEC) and Family School Organization (FSO) will be designated as part of the Title 1 Parent Team. The Title 1 Parent Team will meet twice a year, with additional meetings as deemed necessary for the improvement and benefit of the school. Mountainville Academy will provide the Title 1 Parent Team members with timely and pertinent information regarding parent involvement, their child's achievement and the school's performance.
This will include, but is not limited to, the following:

- Yearly Title I and Curriculum Open House meeting
- School performance records and proficiency level expectations distributed each school year through approved state testing and summative test results
- Written communication from teacher, including:
  - Daily Learning Plan
  - Dockets
  - Standard progress and report cards
  - Formal standardized test scores reports
- Oral communication from teacher, including:

    - Phone contacts (goal: contacting 50% of population each grading period)
    - Conference opportunities (at least two opportunities per year)
    - Interaction at after-school functions
- FSO meetings
- AEC meetings
- Parent Workshops
- Newsletters
- Posting upcoming events on the school bulletin board and school website
- Annual Parent Surveys distributed to all parents.
- Timely responses to parent suggestions through telephone calls, notes and conferences

All parents, through the annual orientation events and the school's website, will be assisted in understanding the following: the National Education Goals, Utah's state content standards and student performance standards, school improvement process (when applicable), the school-wide Title I program, the Utah Criterion –referenced test (CBT/CRT), and Title I requirements. Translations will be provided to the extent possible, funded by Title I. Ongoing Parent Nights will provide opportunities for parents to participate in school related activities throughout the year. The Administration will organize Parent Workshops, through which information will be distributed to parents on how to help improve their children's achievement in school. The topics of these workshops will include, but are not limited to, literacy, math, science and parenting. Additionally, volunteer training seminars will be conducted at least once a year to train those individuals who desire to become active volunteers at the school.

When appropriate, the Title 1 Parent Team and/or FSO will work to build partnership with organizations, churches, businesses and other schools in the community. These partnerships will be formed in order to improve the involvement of the community in the school, through volunteer work or the donation of gifts, and the involvement of the school in the community.

The Title 1 Parent Team will develop a Parent-Teacher-Student Compact which will outline how parents, the school staff, and students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build a partnership to help students achieve the state's standards. The contract shall address the importance of communication between teachers and parents on an ongoing basis. The compact will be distributed to all parents through the Mountainville Academy Parent/Student Handbook, and will be sent home with each student.

The school will collect suggestions and comments from parents on an ongoing basis, through annual parent surveys, ongoing parent workshop evaluations, and a suggestion box. All data, comments and suggestions, including unsatisfactory comments, regarding the Title I school plan and parent involvement policy, shall be collected and sent to the LEA. This information will be considered in the revision of the Parent Involvement Policy and the Parent Involvement Action Plan for the school. The school will provide timely responses to suggestions.

References:
- 20 USC §6318(b)(1)
- NCLB §1118(b)(1)

Related MA Documents:
- MA Charter, Part 11
- Volunteer Service Policy

Approved: 12/09
Revised: 02/11

3113 VOLUNTEER SERVICE

Philosophy and Expectation: Mountainville Academy believes that parent involvement is key to a successful school and optimal student achievement. Parents who enroll their children in Mountainville Academy should do so with the understanding that their involvement is crucial to the success of their child's education and of the school.

Parents/families are asked to contribute 20 - 40 volunteer hours per school year. The Family School Organization (FSO) serves as the conduit for organizing committees and coordinating parental involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances. Parents will be expected to put forth their best efforts in contributing volunteer hours at Mountainville Academy. We would prefer parent involvement, but if parents feel they are unable to fulfill this volunteer requirement, the option of a donation in lieu of their volunteer hours at a minimum price equal to cost of the average school aide's hourly rate is available.

Responsibilities and Expectations: A "volunteer" at Mountainville Academy is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration or through the FSO.

Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, FSO executive member, or board member and shall have the approval of school administration to perform such volunteer services. Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies. Failure to do so may give rise to terminating the volunteer from service.

If at any point during volunteer service the assigned school employee, FSO executive member, or board member believes that there is a conflict of interest with the volunteer they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the Board and Administration. After review of relevant information, the Board and Administration will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made the volunteer will be contacted by the School Leader, or the Board Chair to discuss the results.

While volunteering at Mountainville Academy, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. As such, when dealing with sensitive information, volunteers will be required to sign a MA Confidentially Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification.

In accordance with state law, students must not be left unattended with anyone not having been fingerprinted or without a background check. Therefore, Mountainville Academy will require all potential volunteers who are given significant unsupervised access to a student in connection with their volunteer assignment to submit to fingerprinting and a criminal background check as a condition of volunteer appointment and as outlined in policy 3101 BACKGROUND CHECKS. The following volunteers will be required to be fingerprinted and have a background check prior to their volunteering their service per our background check policy:

- Any volunteer who assumes the responsibility for the supervision of a student or students for any given length of time. More specifically, this is any volunteer who may be the sole supervisor of a student or students at any given time, such as one-on-one reading tutors, or if the teacher were required to leave the classroom for a period of time.
- Any volunteer who accompanies the class on field trips
- Any volunteer who is involved in after-school programs

At no time shall any volunteer be permitted to be alone in a room with a single child, even those volunteers who have been fingerprinted and had a background check.

Any parent who plans to volunteer a significant amount of time at the school is highly encouraged to have the fingerprinting and background check done. Mountainville Academy will designate on the school volunteer badge those who have been fingerprinted and have had a background check.

The associated costs are to be paid for by the applicant; however, the FSO will pay the costs for the background check for any volunteer who qualifies for the free or reduced lunch program. Information regarding fingerprinting and background checks is available at the school office and on the school website. If the background check is returned with anything other than a cleared status, the case will be reviewed by the Board Executive Committee to determine if the individual will be allowed to volunteer at the school.

In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

Immunity from Liability: Volunteers performing volunteer services under the general supervision of a school employee shall be immune from liability with respect to any decisions or actions, other than in connection with the operation of a motor vehicle, taken

during the course of those services unless it is established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

Approved: 08/06
Revised: 03/09
Revised: 03/13
Revised: 11/13

3114 WEBSITE TERMS OF USE, PRIVACY, AND LEGAL STATEMENTS

The Mountainville Academy web site is intended to serve as an official compilation of Mountainville Academy's electronic resources and services and to provide a means of communication between Mountainville Academy and the public. The site is organized around four audiences: school administrators, teachers, families and communities, and students.

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Mountainville Academy maintains the Mountainville Academy web site as a public service. The following is the privacy policy for this site (all publicly accessible pages in the www.MountainvilleAcademy.org domain):

- The Mountainville Academy web site will not require the use of cookie files or cookies to view public information. A cookie file is an electronic record containing unique information a web site can use to track such things as passwords; lists of pages visited; and the date when a specific page was accessed; or to identify a user session at a particular web site. A cookie is often used in commercial sites to identify the items selected for a specific shopping cart or web portal. The Mountainville Academy website may require the use of cookies to facilitate applications that display user-specific web pages. Information gathered through the use of cookies will only be used by the Mountainville Academy web site to facilitate the display of information to the web user.
- If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that transmits this information to us, Mountainville Academy will only use the personally identifiable information to respond to your request and analyze trends. We may redirect the text of your message to another government agency or person who is in a better position to answer your question. While doing this, however, we are bound by procedure to withhold your identifying personal information from the forwarded email. We may direct you to personally contact another agency or person.
- For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information. We use log analysis tools to create summary statistics, which are used for purposes such as assessing what information is of most interest, determining technical design specifications, and identifying system performance or problem areas.

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Any links outside the Mountainville Academy web site are provided as a convenience to our viewers. Mountainville Academy has no control over the content of these linked sites. Mountainville Academy does not necessarily endorse any products or services sold by any of these linked sites. Mountainville Academy will link to sites only if they are determined to be aligned with the school's own goals and positions. If you discover an error on one of the sites, contact the webmaster of that linked site.

Linking to the Mountainville Academy Web Site

What you can do: You do not need to get advance permission to link to the Mountainville Academy web site from us if you are making a simple link to the Mountainville Academy homepage.

You may also link to one of our subpages, where appropriate. We reserve the right to change subpages at any time without notice, so it is up to you to continuously verify your links to our subpages.

What you should not do: Do not capture our pages within your frames, or otherwise present our content as your own. Any link to our site should be a full forward link that passes the client browser to our site unencumbered. The BACK button should return the visitor to your site if the visitor wishes to back out. You should not link to individual graphics or tables within our pages, especially in an effort to place the downloading burden on our servers. Such an action may be considered a misuse of school resources and measures to block traffic from your site will be taken.

Reciprocal links

The Mountainville Academy Web site does not enter into reciprocal link agreements. We provide links to sites that are appropriate to our mission. Our creation of a link to your site does not obligate you to provide a link back to us, but you are, of course, welcome to do so. The creation of a link to your site, or any reciprocal link you provide, does not obligate us to continue to provide a link to your site in the future.

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Approved: 08/06

3200 Conduct

3201 ATTENDANCE & TRUANCY POLICY

In compliance with Utah State Law and Utah State Office of Education (USOE) Administrative Rules, Mountainville Academy (MA) establishes the following policies and procedures regarding attendance and truancy. These policies and procedures reinforce the mission and vision of MA in achieving academic and personal excellence for all students. Policies which require consistent and punctual attendance are in the best interest of all students in helping them achieve their academic and personal goals.

This policy will employ the following definitions:

- "Absence" is a student's non-attendance at school for one or more consecutive school days, or part of one school day as defined by Administrative Rule (see below). Students who are present less than four hours of a full school day are considered absent.
- "Extended Absence" is an absence from school of four or more consecutive days, but not to exceed ten school days;
- "Excused Absence" is an absence from school for one or more of the following reasons:
- illness
- medical appointments
- death of family member or family friend
- approved school activity
- absence consistent with student's IEP or Section 504 accommodation plan
- family- related absence, not to exceed three consecutive school days
- pre-approved extended absence
- unforeseen extenuating circumstances as determined by the school's Administration, or designee
- "Truancy" is missing any part of the school day, or an entire school day, without a valid excuse. For students who have 10 or more tardies, the student is marked truant unless the absence is excused by a medical professional or the school leader.

Attendance:

Utah state law requires school attendance for every child between the ages of six and seventeen years old. Attendance in class is a vital and integral part of the educational process. Students are required to be in attendance every day that school is in session during each academic year.

Parents and legal guardians of students are obligated by state law to ensure their children's regular attendance. Students who miss a class for any reason must make

arrangements for completing missed school work within one week of their return to school. However, exceptions can be made based on circumstances. Missed school work that is turned in within one week shall not be penalized for lateness.

Attendance for students in grades K-5 will be taken once a day during the homeroom. Attendance for students in grades 6-9 will be taken at the beginning of each class period. Regular attendance is important for academic achievement. Parents are discouraged from planning vacations, trips, family events, doctor appointments, etc. that occur during school time.

Students in 9th grade are allowed 4 excused absences per term. A student in 9th grade will receive No Credit (NC) on their transcript until a session of attendance recovery school is made up for each day absent after 4 absences. In order to recover costs for attendance recovery school, there is a $10 fee for each class session. Fees will be paid at the front desk.

Attendance Appeals Process: Students and parents may appeal to the administration for a closer examination on a case by case basis. Appeals should provide details as to why absences should not count against a student's attendance. Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness, etc.). It is expected that students will clear absences through the attendance recovery school or lose credit. The waiving of absences is entirely up to the discretion of the administration. Appeals should be submitted as soon as possible to the front office. Appeal forms are available in the front office.

Absence:

For any student absence, the parent must notify the school of the absence as soon as reasonably possible, preferably before the absence will occur, via the link on the school website, or a phone call or email to the school office. This should include the reason for the absence and the expected duration of absence.

If notification is not received, the office will contact the student's parents to verify the absence.

The school administration, or designee, will determine whether an absence is excused or not.

Pre-Approval of Extended Absences:

An extended student absence of four or more consecutive days requires prior approval. Requests for extended absences should be received by the school office at least one week prior to the absence via an Extended Absence Request Form. The School Leader is designated to approve requests for extended absences. Approval will not be granted if it

is determined by the School Leader that the extended absence will adversely impact the student's education. A family-related absence which does not exceed three days does not require prior approval.

Truancy:

For each student truancy MA will attempt to make parent contact via the procedures outlined in the Administrative Rules (see below), as well as implement the applicable consequences. Additionally, one or more of the following interventions may be used to assist in resolving the attendance problem:

- Referral to School Administration, or appropriate designee
- Meetings with student and parents
- Adjustments to the student's schedule
- Attendance monitoring
- Attendance contracts
- Attendance School
- Truancy citation (for students 12 and over)
- School suspension
- Parent attending school with student
- Referral to Juvenile Court (for students 12 and over)

Due Process:

This policy allows for due process and actions taken under this policy may be appealed, first to the School Leader, and then to the Board of Trustees.

Approved: 08/06
Revised: 09/06
Revised: 05/07
Revised: 11/07
Revised: 10/09
Revised: 11/11
Revised: 02/13

ADMINISTRATIVE RULES

The following Administrative Rules shall apply:

Attendance:

1. Students must be present for at least 50% of the school day in order to be considered in attendance. Students who are present less than four hours of a full school day are considered absent.
2. Students who are absent due to illness for five or more consecutive days must have a doctor's note to excuse the absences.
3. Students in grades 6-9 who are absent for three or more consecutive days must complete a Student Absence Academic Update Sheet within two days following their return to school. Upon receiving this sheet students will have one week to complete and turn in all missing assignments without a penalty for lateness to their grade.
4. Make-up school work missed due to an unexcused absence will not be accepted.
5. All students absent for more than fourteen days per term will be denied credit unless excused by a certified physician for chronic illness (physical or mental).
6. Violation of the Attendance and Truancy Policy will result in a school transcript hold until the student has completed the required time in Attendance School, as applicable.

Truancy:

1. Each time a student is absent from school without a parent/guardian excuse, the school will make the following parent contact:
    a. 1st truancy contact: Email and Phone
    b. 2nd truancy contact: Letter
2. If a parent/guardian fails to respond to the school or give a valid excuse within one week of the second and final truancy contact, the student will be marked as truant.
3. Mountainville Academy will implement the following consequences for all truancies:
    a. Grades K-5/6 Truancy Consequences (for students ages 11 and younger)
        i. Students marked as truant five times within the current school year will have their parent/guardian sent a Notice of Compulsory Education (ages 6-11) or Notice of Truancy (12 years or older) to meet with the school leader. If the parent/guardian fails to meet with the school leader within 2 weeks, or if this student accrues 5 more truancies (10 total) within the current school year, the student's case may be referred to the Juvenile Probation Officer for Utah County.
    b. Grades 6-9 Truancy Consequences (for students ages 12 and older) (Parent may not attend with the student)
        i. Students found intentionally truant will serve 2 hours of Attendance School for each truancy. Students marked 5 times

truant within the current school year will have their parent/guardian sent a Notice of Truancy to meet with the school leader. If the parent fails to meet with the school leader within 2 weeks, or if this student is marked truant 5 additional times (10 total) within the current school year, the student's case will be referred to the Juvenile Probation Officer for Utah County.

c. Grade K-3 Tardy Consequences
    i. 3-9 tardies - Parent receives a Tardy Notice contact that includes a Tardy Policy review.
    ii. 10 or more tardies - Student is marked truant unless the absence is excused by a medical professional or the school leader. For truancy consequences, please refer to Mountainville Academy's Administrative Rules for Truancy.
d. Grade 4-5 Tardy Consequences
    i. 3rd tardy-Student contact that includes a Tardy Policy review.
    ii. 4th tardy-Parent receives a Tardy Notice email that includes a Tardy Policy review.
    iii. 5-9 tardies-Student attends 30 minutes of Attendance School per tardy and parent contact.
    iv. 10 or more tardies- Student is marked truant unless the absence is excused by a medical professional or the school leader. For truancy consequences, please refer to Mountainville Academy's Administrative Rules for Truancy.
e. Grade 6-9 Tardy Consequences
    i. 3rd tardy - Student reviews the Tardy Policy and signs it.
    ii. 4th tardy - Parent receives a Tardy Notice email that includes a Tardy Policy review.
    iii. 5th and 6th tardy - 30 minutes of Attendance School and parent contact.
    iv. 7th tardy - 60 minutes of Attendance School and parent contact.
    v. 8th and 9th tardy - 2 hours of Attendance School and parent contact.
    vi. 10 or more tardies- 2 hours of Attendance School and parent contact and student is marked truant unless the absence is excused by a medical professional or the school leader. For truancy consequences, please refer to Mountainville Academy's Administrative Rules for Truancy.

After-School Attendance School:

1. All students ages 12 and older who accumulate five or more tardies are required to attend Attendance School with the Truancy Specialist to make up their attendance violations.
2. Students must arrive by 3:05 p.m. Late students will be turned away with a fifteen minute penalty added to the required time to be attended.
3. Students should come prepared to study. Active, quiet learning is expected.
4. Three rule violations or misbehaviors during attendance will result in the following:
    a. Removal from Attendance School without credit for time spent;
    b. Parent contact; and,
    c. A one hour penalty

A school transcript hold will result if Attendance School is not completed within one week of the truancy or the fifth tardy violation, and each subsequent tardy or truancy thereafter.

REVISED: 11/13

3202 BULLYING, CYBERBULLYING, HARASSMENT, HAZING, RETALIATION, AND ABUSIVE CONDUCT PROHIBITION, PREVENTION AND TRAINING

Definitions:

"Bullying" means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;
    a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
    b. involves consumption of any food, liquor, drug, or other substance;
    c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
    d. involves physically obstructing a school employee's or student's freedom to move; and
2. is done for the purpose of placing a school employee or student in fear of:
    a. physical harm to the school employee or student; or
    b. harm to property of the school employee or student.
3. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

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

"Cyberbullying" means:

1. the use of email, instant messaging, social and other networking sites, chat rooms, cell phones, or other forms of information technology to;
    a. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual;
    b. deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of physical, emotional, or mental harm to the school employee or student;
    c. or harm to property of the school employee or student,
    d. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
    e. This includes demeaning, harassing, defaming, or impersonating a school employee or student.

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

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.
4. Other areas included under these acts include religion, gender identity, and sexual orientation.

“Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.

"Hazing" means intentionally or knowingly committing an act that:

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

“Parent” includes a student’s biological or adoptive parent or student’s legal guardian.

"Retaliate" means an act or communication intended:

1. as retribution against a person for reporting bullying, hazing, harassment, or cyberbullying; or
2. to improperly influence the investigation of, or the response to, a report of bullying, harassment, cyberbullying, or hazing.

“Abusive Conduct” means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine:

1. Is intended to cause intimidation, humiliation, or unwarranted distress;
2. Results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or
3. Exploits an employee’s known physical or psychological disability

A single act does not constitute abusive conduct, unless it is an especially severe and egregious act that meets the standard under Subsection (1), (2), or (3).

"School employee" means:

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

Purpose:

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

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or a significant interference with a student's education performance and involvement in school activities. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and/or in accordance with the U.S. Department of Education Office for Civil Rights. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

The purpose of this policy is to eliminate all types of bullying, cyberbullying, hazing, harassment, and retaliation by and/or against students and employees of Mountainville Academy Charter School. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy.

A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying, hazing, cyberbullying, harassment, and retaliation.

Prohibitions:

1. No school employee or student may engage in bullying, hazing, cyberbullying, or harassment of a school employee or student on school property, at a school related or sponsored event, on a school bus, at a school bus stop; or while the school employee or student is traveling to or from a location or event described above.
2. No school employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location.
3. No school employee or student may engage in retaliation against a school employee, a student, or an investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, harassment, or retaliation.

4. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, harassment or retaliation against a school employee or student.
5. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

Actions Required of the School:

1. The bullying policy will be available as part of the school policy manual and will include procedures allowing for anonymous reporting of bullying, cyberbullying, hazing, harassment or retaliation;

2. In addition to the published procedures and notification above, the School Leader shall establish procedures and plans for following in Administrative Rule:
    a. involving parents or guardians of a perpetrator or victim of bullying, cyberbullying, hazing, harassment, or retaliation in the process of responding to, and resolving, conduct prohibited in this Policy;
    b. referring a victim of bullying, cyberbullying, harassment or hazing to counseling following parental notice and consent;
    c. to the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, informing the parents or guardians of a student who is a victim of bullying, cyberbullying, harassment or hazing of the actions taken against the perpetrators of the bullying, cyberbullying, harassment or hazing;
    d. publicizing this policy, preferably including electronic publication and availability, to school employees, to students, and parents/guardians of students; and training school employees and students to recognize and prevent bullying, cyberbullying, harassment, hazing, or retaliation.

Actions Required if Prohibited Acts are Reported:

1. Each reported complaint shall include: (1) name of complaining party; (2) name of offender (if known); (3) date and location of incident(s); (4) a statement describing the incident(s), including names of witnesses (if known). All complaints will be reviewed and considered for appropriate action.
2. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, cyberbullying, harassment, hazing, or retaliation.
3. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties will be in accordance with MA 3203 Discipline Code Policy for students or 4110 Employee Misconduct Policy for staff.
4. Compliance with the Office for Civil Rights when Civil Rights Violations are Reported:
    a. Once Mountainville Academy knows or reasonably should know of possible student-on-student bullying, cyberbullying, harassment or hazing,

the school must take immediate and appropriate action to investigate or otherwise determine what occurred.

b. If it is determined that the bullying, cyberbullying, harassment or hazing did occur as a result of the student-victim's membership in a protected class, Mountainville Academy shall take prompt and effective steps reasonably calculated to (1) end the bullying, cyberbullying, harassment, or hazing; (2) eliminate any hostile environment; and (3) prevent its recurrence.

c. These duties are Mountainville Academy's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.

5. Actions may include, as appropriate:
    a. procedures for protecting the victim and other involved individuals from being subjected to (1) further bullying, harassment or hazing, and (2) retaliation for reporting the bullying, harassment or hazing,
    b. prompt reporting to law enforcement of all acts of bullying, harassment, hazing, or retaliation that constitute suspected criminal activity,
    c. prompt reporting to the Office for Civil Rights of all acts of bullying, harassment, hazing, or retaliation that may be violations of student(s)' or employee(s)' civil rights,
    d. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline,
    e. procedures for providing due process rights under Section 53A-8-102 (licensed staff), local employee discipline policies, or Section 53A-11-903 and local policies (students) prior to long term (more than 10 days) student discipline or employee discipline.

<u>Parental Notification of Certain Incidents and Threats:</u>

1. The School Leader or other authorized school employee will:
    a. notify a parent if the parent's student threatens to commit suicide; or
    b. notify the parents of each student involved in an incident of bullying, cyberbullying, hazing, harassment, or retaliation, of the incident involving each parent's student.
2. If the School Leader or other authorized school employee notifies a parent of an incident or threat required to be reported as stated above, the school will produce and maintain a record that verifies that the parent was notified of the incident or threat.
3. The school may disclose a record as described above, including any information obtained to prepare the record to (1) the parent or the parent's student, or (2) to a person if required to disclose the record or information to a person pursuant to the terms of a court order.
4. The school will not:

a. disclose a record as described above, including any information obtained to prepare the record, to a person other than a person authorized to receive the record as stated in C above; or
b. use a record as described above, including any information obtained to prepare the record, for the school's own purposes, including (1) for a report or study, (2) for a statistical analysis, or (3) to conduct research.

The School Leader will take appropriate action to protect the victim of substantiated bullying, cyberbullying, harassment or hazing reports, regardless of the student's legal status. The School Leader will also report any significant incidents to appropriate local and state authorities. At the request of a parent, the School Leader may provide information and make recommendations related to an incident of bullying, cyberbullying, harassment, hazing, retaliation or threat of suicide.

Investigations

Mountainville Academy will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment, and/or hazing. At least two school employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports through Administrative rule of this policy and will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing.

It is Mountainville 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 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.

Training

1. The training of school employees shall include training regarding bullying, cyberbullying, harassment, hazing, and retaliation.
2. The training should include training on civil rights violations and compliance when civil rights violations are reported.
3. In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall (1) participate in bullying, cyberbullying, harassment and hazing prevention training prior to participation; (2) repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years; and (3) be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this Policy.
4. Training may take place through an online program provided that there is documentation to prove participation.

Additional Notes

1. 53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.
2. Nothing in this policy is intended to infringe upon the right of a school employee or student to exercise their right of free speech.

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3203 DISCIPLINE CODE

In all school settings, misbehavior will occasionally occur and the school must intervene. The Mountainville Academy Discipline Code is designed to solve problems and improve behavior. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Good behavior will receive positive reinforcement through the frequent and consistent expression of gratitude by students and staff, both in word and in written form.

Mountainville Academy will use the following steps to handle behavioral problems:

Level 1- Verbal Warning. Level one behavioral problems encompass minor misbehaviors which require only a verbal warning or discussion between the student and the teacher. Depending upon the severity of the misbehavior, the teacher may decide to contact the parent(s) and discuss the concern with them as well as with the child.

Level 2- Loss of Privileges. At the teacher's discretion, if the misbehavior continues after a verbal warning/informal conference, the teacher may enforce a loss of privileges. Common loss of privileges include: loss of recess time, change of seat assignments, or exclusion from a portion of a class activity. The teacher shall discuss with the child and inform the parent of the concern and loss of privilege. The teacher will document on the loss of privileges and the report will be maintained in the student's citizenship record.

Level 3- Incident Report. At the teacher's discretion, if the misbehavior continues after a loss of privileges, the teacher may complete an Incident Report form. The form will report the nature of the misbehavior as well as the corrective actions that were or need to be taken. The teacher will review the Incident Report with the student. The student will sign the report, take it home to be signed by a parent, and then return it to the teacher. Both the student and his or her parent will be afforded the opportunity to write personal comments on the Incident Report. The teacher shall contact the parent(s) and discuss the concern with them as well as with the child. Incident Reports may be maintained in the student's citizenship record and/or permanent record. An incident report may result in a referral to Administration.

Note: The exception to the above progression is the commission of a serious offense that may result in mandatory suspension, expulsion, and/or the involvement of law enforcement. The School Leader may exercise his/her personal judgment in the review of individual discipline incidents.

Potential Consequences: Repeated incidences of misbehavior or the commission of a serious offense may result in the following consequences as appropriate for the situation:

- Disciplinary Probation/Contract: A student will be placed on probation when the School Leader determines that the behavioral pattern and discipline records indicate that the student is not abiding by school rules. While on probation, the student's

privileges may be limited or denied. The student will be observed carefully to see if genuine effort is being made to improve attitudes and/or behaviors. The School Leader reserves the right to determine whether or not a student will be retained at the end of the probationary period.

- In-School Suspension: Students may be placed on In-School Suspension for one or more days as a result of non-compliance with school authority or rules. The number of days of In-School Suspension will be determined by the School Leader. During this suspension, adult supervision will be provided. Students under In-School Suspension will be removed from their regular class and excluded from school activities; they will be engaged in productive and meaningful activities, as determined by the School Leader.
- Out-of-School Suspension: A student may be suspended for severe offenses, such as fighting, obscene language, sexual harassment, and other like offenses. The School Leader has the authority to suspend a student from school for up to ten days in a nine-week period, as provided by law. This option is only enforced with severe or repeated behaviors. A child who is under Out-of-School Suspension will not be allowed inside of school facilities, onto school grounds, or allowed to participate in any school-sponsored activities. The student's parent/guardian will be required to provide adult supervision while the student is under Out-of-School Suspension. A strong school and family partnership is essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.
- Expulsion: Expulsion from school occurs when a student is dismissed from school attendance by the action of the Mountainville Academy Board of Trustees. A student may be expelled if he/she has been suspended three times in a school year. Expulsion will be used only as a last resort. Reinstatement to school attendance will take place if considered to be in the best interest of the student and the school.
- Mandatory Expulsion: Per the School Leader's authority, mandatory expulsion from school will occur for the following offenses:
    - Carrying, bringing, using, or possessing a deadly weapon. A deadly weapon includes, but is not limited to, a firearm (loaded or unloaded), knife, bludgeon, or any other weapon or instrument which the manner it is used or intended to be used, is capable of causing death or serious bodily injury.
    - The sale (including the exchange, distribution, or gift) of drugs or controlled substances, as defined by the state law, including anabolic steroids and prescription drugs.
    - The commission of an act which if committed by an adult would be robbery or assault as defined by law.
    - Contact of a sexual nature, as determined by school officials, parents, and/or the parties involved to be inappropriate, unwanted, and unsolicited, or as defined by the law.

Due Process: The right to due process in disciplinary proceedings is applicable in all instances where the behavior of a student is being evaluated for suspension or expulsion. The student has the right to be fully informed about his/her alleged breach of behavior and must be provided the opportunity to respond to such charges. Mountainville Academy will

adhere to the requirement of state and federal law and constitutional due process, including but not limited to appropriate written notice, an impartial hearing, access to evidence, opportunity to present witnesses and evidence, and opportunity to have counsel present.

In the event that a parent/guardian disagrees with the School Leader's disciplinary decision to either suspend or expel a student, or has proof that the child is not at fault, an appeal may be made to the Mountainville Academy Board of Trustees Appeals Panel. The Appeals Panel shall review each case of suspension or expulsion in which the parent/guardian requests an appeal and shall determine by means of a hearing if the recommendation to suspend or expel a student is supported by evidence. Such requests for an appeals hearing must be made, in writing, within 5 school days of the suspension/expulsion. Once notification has been received by the Appeals Panel, the student is entitled to receive a timely hearing and the hearing will be scheduled for no more than 5 school days following the request by the parent/guardian. Allowance may be made to extend this timeframe by mutual agreement of the parties, inability of the school to contact the parent or guardian despite documented good faith efforts, or lack of cooperation by parent/guardian. If school administration offers the student and parent/guardian the opportunity to have a hearing and the student or parent/guardian refuses or waives the right, due process is satisfied. The suspension or expulsion remains in effect during the appeal process.

The Mountainville Academy Board of Trustees Appeals Panel is comprised of board members given the assignment/duty of Appeals. The Appeals Panel will ensure that procedural due process is satisfied throughout the hearing process. After the completion of the hearing the student and his/her parents/guardians shall be notified either orally or in writing of the panel's decision to uphold, modify, or reverse the suspension or expulsion. Written notification must follow.

The Appeals Panel will decide among the following:

- Waive the charge(s)
- Reduce the charge(s)
- Change/modify the School Leader's recommendation and disciplinary action
- Support the School Leader's recommendation and disciplinary action
- Increase the recommendation and disciplinary action

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Revised: 02/11

3204 ELECTRONIC INFORMATION RESOURCES (2104, 6203) See policy 6203 Electronic Information Resources.

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Revised: 06/12
Revised: 12/12
Revised: 09/13
Revised: 12/20

3205 HARASSMENT

All students have the right to participate in all school activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive or embarrassing. Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

Sexual harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior, which is tied to or interferes with a student's educational benefits, opportunities or performance; or, a student's physical or psychological well-being; or, that is intimidating. Furthermore, sexual harassment consists of requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonable interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school sponsored or related event or activity.

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, or disability, i.e. sexual or racial comments, threats, or insults, unwanted touching, etc.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against another person's body
- Any sexually motivated, unwelcome touching
- Obscene gesture
- Written or graphic harassment or abuse

Ethnic intimidation and harassment may include but is not limited to:

- Slurs or verbal references
- Gestures
- Any behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of race, ethnic group or nationality

Religious and general harassment may include but is not limited to:

- Slurs or verbal references
- Gestures
- Any behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student should report incidences of harassment to the School Leader with any supportive evidence that is available. The School Leader will examine the evidence and, if merited,

speak directly to the person alleged to have harassed the complainant. If proven, the School Leader will initiate the defined disciplinary process. This process may include:

- Have the offender sign a contract regarding appropriate behavior, and/or
- Refer the offender to an outside agency, and/or
- Initiate suspension/expulsion procedures

Disciplinary action will be commensurate with the behavior and the developmental level of the student.

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Reviewed: 02/21

3206 LOCKERS

All middle school students (grades 6-9) will be assigned a locker and a locker combination. It is very important that locker combinations are kept confidential; locker combinations are not to be shared with any other person, even best friends. Locker combinations should not be left set on the last number. Locker assignments may not be changed without permission from the school office. Any empty lockers which are not assigned out to students are not to be used. Locker combinations are changed annually.

Student lockers are property of Mountainville Academy. Authorized personnel have the right and responsibility to examine the contents of lockers for reason of health, safety, and security. For further information regarding locker searches, please refer to policy 3405 Search of Person or Property, as contained in this manual.

Mountainville Academy is not responsible for student property that is damaged or stolen from lockers. All student property (e.g. coats, books, backpacks, etc.) should be labeled with the student's name.

Students must not abuse their lockers in any way. Any locker abuse by students will result in cleaning and/or repair fees. Mountainville Academy reserves the right to terminate student use of lockers at any time. Abuse of lockers includes, but is not limited to:

- Slamming the locker door in a manner which causes damage.
- Kicking the lockers.
- Climbing inside lockers
- Hanging on locker doors
- Writing on the lockers with pen/pencil or scratching the surface paint in any manner.
- Hanging objectionable material inside or outside lockers.

Students are expected to always keep their lockers neat and clean. Students are allowed to decorate their lockers, but must remember that locker decorating is a privilege. The following rules must be followed or the privilege will be revoked:

- No glue or tape of any kind
- No stickers
- Magnets are the only item approved for use in hanging items (only use soft magnets so as not to scratch the paint)
- No obscene photos or posters
- No hangings with vulgar or inappropriate language

All student lockers will be viewed at the end of the school year and fines assessed for any damage beyond normal and reasonable wear and tear.

Approved: 08/07

3207 PARENT CONCERNS

Parents/guardians may occasionally have a concern in regard to a particular aspect of the school. Open and honest communication between parents and the school is welcomed and encouraged. In order for the staff of Mountainville Academy to best meet the needs of the student and the school, parents are asked to adhere to the following procedure when addressing concerns:

1. Begin by first addressing the concern with the teacher or individual with whom the concern is directly related, or person most able to address the concern, and no one else.
2. If the teacher or individual is not able to resolve the concern to the parents' satisfaction, the concern should then be addressed with the appropriate Administrator, according the Mountainville Academy Organizational Flowchart. This flowchart can be found on the school's website.
3. If the appropriate Administrator cannot resolve the issue satisfactorily, the concerns should then be addressed with the School Leader.
4. If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the parent liaison member of the Board of Trustees via e-mail or telephone. The parent liaison will provide assistance with resolution and may bring the matter to the attention of the Board of Trustees, if necessary.
5. If the concern still persists beyond these steps, a Confidential Review of Concerns form may be filled out and submitted to the Chair of the Board of Trustees. This form is confidential, not anonymous. Parents may choose to either present their case directly to the Board of Trustees or have the case presented on their behalf by the Chair of the Board of Trustees. The Board of Trustees will respond as quickly as circumstances dictate, not to exceed 45 days. The Confidential Review of Concerns form can be found on the school's website, as well as in the front office of the school.

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3208 PARENT RESPONSIBILITES

Parents/guardians have the responsibility to:

- Read and understand the Mountainville Academy Policy and Procedure Manual. All families must agree to abide by all school rules as outlined therein.
- Send students to school on time daily and prepared to learn
- Oversee student work and to encourage each to put forth his/her best effort
- Demonstrate respect for all persons in the school community, including students, staff, and other parents
- Develop a partnership with the teacher to support student education
- Communicate regularly with the teacher regarding individual student progress and achievement
- Sign and return all papers and communications requested by teachers and staff members
- Refrain from smoking inside Mountainville Academy or on Mountainville Academy property
- Refrain from carrying weapons inside Mountainville Academy or on Mountainville Academy property except for State and Local Law Enforcement or those with a valid Concealed Firearms Permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder's physical possession and remain concealed unless there is imminent danger of death or serious injury. Use of the firearm is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Put forth his/her best effort to participate in volunteer opportunities or contribute to the school in other capacities as able
- Keep student and/or school information confidential

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3209 PERSONAL ITEMS

Students at Mountainville Academy should refrain from bringing any sort of personal item to school as it distracts other students and detracts from the educational environment of the school.

Of particular note, students should not bring any personal items to school that are valuable or that could cause harm to others, unless special permission has been granted by the School Leader or they are allowed under policy 3210 PERSONAL STUDENT ELECTRONIC DEVICES. These personal items referred to above include, but are not limited to toys, games, purses, make-up, guns, fireworks, pocket knives, etc.

The exception to the above policy is the bringing of personal items to school (which do not pose a safety threat to others) for teacher approved Show-and-Tell.

Mountainville Academy is not responsible for items that are lost, damaged, or stolen on school property or at school-sponsored events.

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3210 PERSONAL STUDENT ELECTRONIC DEVICES

Personal Electronic Devices, when approved by a teacher or a member of administration, are allowed in school to enhance learning opportunities and not for student entertainment.

- The Electronic Use Policy must be signed yearly for each student.
- Devices must be put away or turned off except during times authorized by the teacher.
- Devices and their content are the sole responsibility of the student and their parents. The school is not responsible for content, loss or damage.
- A telephone is available in the front office for emergency contact and communication.
- No phone calls, texting, or emails are allowed during school hours.
- Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
- At no time may an electronic communication device be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed or embarrassed or intimidated.
- Any devices are not allowed to access the internet outside of the school's filtered network or to broadcast access to other devices.
- All rules as outlined in policy 3204 ELECTRONIC INFORMATION RESOURCES must be followed.

Students may not bring personal electronic devices to school except as outlined above. Electronic devices are not permitted during off-campus school-related activities, such as field trips. The intent of this policy is to limit disruption to the educational process. Unauthorized electronic devices, or if authorized devices are misused, may be given an initial warning and then held by the teacher or administration until the close of the school day or until the teacher or administrator makes arrangements with the parent/guardian to retrieve them. After three violations, or in cases of gross misuse as determined by school administration, the student's electronic devices privilege will be revoked. The privilege of bringing electronic devices can only be reinstated through petitioning the Administration.

Exceptions may be approved through the school leader which may include, but are not limited to, medical reasons, parent request, etc.

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3211 STUDENT CODE OF CONDUCT

Students benefit from a learning environment that is physically safe, emotionally nurturing, and free from disruption and harassment. In order to achieve an optimal learning environment, students shall conduct themselves in a reasonable and age-appropriate manner that contributes to a productive atmosphere for themselves and their classmates. Students are expected to be attentive, cooperative, and industrious while in the classroom.

MA teaches values and concepts that encourage students to act in a positive manner. As students learn and focus on positive behaviors which make them happy, healthy, and responsible, the school's climate takes on those same characteristics.

The MA Code of Conduct includes the following:

- Comportment: All students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate. Inappropriate public displays of affection are not allowed.
- Dress: All students are required to adhere to the guidelines set forth in the MA Uniform Dress Code Policy.
- Language and Communication: Students shall speak with respect and kindness at all times. Voices will be kept quiet, with no shouting or yelling inside the school. Language and communication that is positive and promotes the school's mission will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used.
- Assemblies and Activities: Assemblies and school activities are considered special student privileges where participation is contingent upon appropriate behavior. Students shall show respect to all performers. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending.
- School Facilities and Equipment: All school property will be used appropriately in such a way that it is preserved and protected. Students may be disciplined for improper use or treatment of school facilities and/or equipment.
- Sportsmanship: Students are expected to demonstrate good sportsmanship in all competitive events and to conduct themselves according to the rules of fair play both as spectators and participants. While healthy competition is encouraged when appropriate, cheating or rude and disruptive conduct is not acceptable.
- The Flag of the United States of America: Our country's flag shall be appropriately displayed at the school in keeping with customary and accepted practices. Students shall show proper respect for our country's emblem. The daily school routine will include the recitation of the Pledge of Allegiance by students and teachers. Discourteous treatment of the flag or other national symbols is not appropriate. Students should be aware participation in flag activities or the Pledge of Allegiance are voluntary and not compulsory and that it

is acceptable for students to not participate for religious or other reasons. Students should show respect and courtesy for individuals who choose to or choose not to participate.

- Cheating of any kind is not acceptable and will be punished in accordance with 3203 Discipline Code Policy

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3212 TARDY POLICY

Purpose:

As Mountainville Academy (MA) seeks to promote academic and personal excellence, the school requires the regular and on-time attendance of all students. A late arrival to school not only hinders a student's personal ability to profit from instruction at the beginning of class, but also disrupts the educational process that has begun with those students who made the effort to arrive on time and have begun classroom instruction. Punctual students perform better in the classroom and establish positive patterns and habits to assist them in their future pursuits.

Parents/guardians have the primary responsibility to ensure that their children attend school regularly and arrive on time. In an effort to help each student achieve academic and personal excellence, Mountainville Academy is committed to working in harmony and cooperation with parents/guardians and to encourage and assist them with their responsibility to have their children in timely attendance at school. The school shall use earnest and persistent effort to deter excessive and unexcused student tardiness.

Definition:

A "tardy" is defined as reporting to class after the school start bell has rung.

Procedures:

Each student at MA is expected to be seated in his/her class at 8:00 a.m. Students who report to class after the school start bell has rung at 8:00 a.m. are considered tardy. Students in grades 6-9 should arrive at school early enough to have time to stop at their locker before reporting to class. Students arriving five (5) or more minutes late are required to sign in at the main office and receive an admit slip. In order for the tardy to be excused, the parent/guardian must accompany the child to the office and the reason for the tardy must be in accordance with the school's excused absence policy. A student who is late due to the fluctuating durations of carpool will not be excused. If a student and parent do not report to the office to receive an admit slip, the student will receive an unexcused absence for that day.

After regular daily attendance is taken at the start of each school day, the teachers in grades 6-9 will take attendance and check for tardiness in each consecutive class. A student in grade 6-9 who arrives late to any class period is considered tardy. Students in Grades 6-9 are allowed 3 parent excused late arrivals per term. A student may not be excused for tardiness between classes unless a written note is provided by a teacher.

In order to encourage timely attendance and to attain the desired benefits of students arriving to class on time, tardy students are subject to established administrative rules. Administrative rules for tardies shall define a system to track tardies, as well as reasonable and appropriate disciplinary consequences to deter frequent and excessive tardies.

Additionally, the rules shall include a method to effectively communicate student tardiness to parents throughout the process, detail the specific steps that will be taken as the numbers of tardies escalates, and provide opportunity for the School Leader or his/her designee to participate in parent meetings to discuss ways to prevent frequent or excessive tardies in the future.

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Revised: 02/11
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Revised: 02/13

ADMINISTRATIVE RULES

The following Administrative Rules regarding the Tardy Policy shall apply:

1) Individual student tardiness will be recorded and tracked in the school's front office.
2) Students and parents are allowed two tardies per term without accountability.
3) Each tardy that a student receives must be excused by a parent within one week of acquiring the tardy. If a parent fails to excuse a tardy within one week and cites extenuating circumstances, the tardy requires administrative approval in order to be excused.
4) Mountainville Academy will implement the following consequences beginning with the third tardy:
   a) Grade K-3 Tardy Consequences
      - 3-7 tardies-Parent receives a Tardy Notice email that includes a Tardy Policy review
      - 8 or more tardies-Student receives a school transcript hold until one of the following is met:
        - The parent schedules and completes a required meeting with a School Administrator and/or the Truancy Specialist; attendance meeting must be completed by parent/guardian within 30 days of notice of 8th tardy violation and each violation thereafter, as applicable, or
        - Pays a $50 attendance violation fee payable at the Front Office.
      - 10 or more tardies-Possible parental referral to Truancy Court
   b) Grade 4-5 Tardy Consequences
      - 3rd tardy-Student contact that includes a Tardy Policy review
      - 4th tardy-Parent receives a Tardy Notice email that includes a Tardy Policy review
      - 5-9 tardies-Student attends 30 minutes of Attendance School per tardy and parent contact
      - 10-11 tardies- Student receives a school transcript hold until one of the following is met:
        - The parent schedules and completes a required meeting with a School Administrator and/or the Truancy Specialist; attendance meeting must be completed by parent/guardian within 30 days of notice of 10th tardy violation and each violation thereafter, as applicable, or

    - Pays a $50 attendance violation fee payable at the Front Office.
- 12 or more tardies - Possible parental referral to Truancy Court

c) Grade 6-9 Tardy Consequences
- 3rd tardy-Student reviews the Tardy Policy and signs it
- 4th tardy- Parent receives a Tardy Notice email that includes a Tardy Policy review
- 5th tardy-30 minutes of Attendance School and parent contact
- 6th tardy-45 minutes of Attendance School and parent contact
- 7th tardy-60 minutes of Attendance School and parent contact
- 8th tardy-2 hours of In-School Suspension and ½ hour of Friday school service and parent contact
- 9th tardy-1/2 day of In-School Suspension and 1 hour of Friday school service and parent contact
- 10th tardy-Full day of In-School Suspension and 2 hours of Friday school service and parent contact
- 11 or more tardies-Student receives a school transcript hold until one of the following is met:
    - The parent schedules and completes a required meeting with a School Administrator and/or the Truancy Specialist; attendance meeting must be completed by parent/guardian within 30 days of notice of 11th tardy violation and each violation thereafter, as applicable, or
    - Pays a $50 attendance violation fee payable at the Front Office.
- 12 or more tardies-Possible referral to Truancy Court

3213 UNIFORM DRESS CODE POLICY

In order to ensure compliance with the Mountainville Academy Uniform Dress Code Policy, parents and students should carefully review all uniform dress code guidelines contained within this policy.

SECTION ONE: PURPOSE

A uniform-style dress code is an important part of the distinctive learning environment families find at Mountainville Academy (MA). When parents and students choose to attend Mountainville Academy, they are choosing to abide by the outlined dress code policy. When students are dressed in a school uniform, they are more accepting of each other and they focus more on their schoolwork and less on their appearance. Uniforms improve the classroom-learning environment; build citizenship and a sense of community; provide safety and comfort as well as assist parents and families.

SECTION TWO: ENFORCEMENT

Students and parents at Mountainville Academy agreed to adhere to the school's Uniform Dress Code Policy when they enrolled at the school. In order to attain the desired benefits achieved through the wearing of a uniform-style dress code, consistent enforcement of the Uniform Dress Code Policy is necessary. A dress code infraction occurs when a student comes to school out of compliance with the Mountainville Academy Uniform Dress Code Policy. The School Leader and school staff oversee enforcement of the Uniform Dress Code Policy.

The school strives to achieve dress code compliance through use of positive reinforcement, but when dress code infractions occur students are subject to established administrative rules. Administrative rules for dress code infractions shall define a system to track dress code infractions, as well as reasonable and appropriate disciplinary consequences to deter frequent and excessive dress code infractions. Additionally, the rules shall include a method to effectively communicate student dress code infractions to parents throughout the process, detail the specific steps that will be taken as the number of dress code infractions escalates, and provide opportunity for the School Leader or his/her designee to participate in parent meetings to educate students and parents regarding how to correct and avoid dress code infractions.

Administrative Rules

1.) On the first and second infraction, a documented phone call will be made home explaining the infraction and the timeframe for compliance. It will also be made clear

that on the third infraction the student will be in in-school suspension until they are in compliance.

2.) On the third infraction, the student will be in in-school suspension until they are in compliance.

3.) Teachers can ask students to replace/remove distracting accessories or send students to the office to correct non-compliant clothing.

SECTION THREE: POLICY AND REGULATIONS

Statement of Uniform Dress Code Policy: A uniform-style dress code is mandatory at Mountainville Academy and must be adhered to during school hours.

1. Students are required to adhere to the standards of the dress code during school hours and when participating in any on-campus or other school sponsored activities, unless stated otherwise by school administration. The regular school uniform is worn Monday through Friday. Students may wear school approved t-shirt on Friday.

2. Students must present a modest, clean and neat appearance at all times with clothing that is modest, clean, in good repair and worn properly.

3. Clothing that is baggy, low-rise, over/undersized or low cut is not permitted.

Shoes must be tied or fastened. All clothing must be worn right-side-out. All clothing must be appropriately sized and worn correctly. Clothing shall not be excessively worn or faded. Any clothing that has holes, tears, or rips is prohibited.

4. **Clothing items may not have visible brand names, logos or words of any kind (except school logo).** Lace, sequins or decorative embroidery is not permitted.

5. **Clothing must be an approved solid color.** No contrasting color stitching, exposed zippers, lace, sequins or decorative embroidery is permitted. All khaki dress code items must be solid dark khaki, not stone. All navy dress code items must be solid dark navy.

School Colors: Navy, Khaki, White and Red

6. The only approved plaid for MA is "Marymount". Marymount Plaid is permitted for girls' skirts, jumpers, and ties. No other plaid is permitted.

7. Hair must be neat, groomed and clean cut. No extreme hairstyles or unnatural colors. Students who present with extreme hairstyles and colors will be sent home until the situation is rectified.

8. Sunglasses, hoods (worn on the head), and hats are not permitted inside the school building.

9. Visible tattoos are not allowed.

10. No vulgar, obscene, profane, or controversial language, logos, or pictures are allowed on any outerwear, backpacks, or free dress day clothing.

11. Dress code items which have been purchased under current dress code guidelines will be appropriate for use for one school year or until they no longer meet the standards of appearance, whichever occurs first.

SECTION FOUR: APPROVED SCHOOL UNIFORM DRESS CODE DESCRIPTION

Regular School Uniform Dress Code: The regular school uniform is worn Monday through Friday. Students may appropriately choose and wear any of the approved uniform dress code items described below as part of the regular school uniform, except the school spirit t-shirt which may be worn on Fridays only or on other occasions as communicated by the school

MA APPROVED SCHOOL UNIFORM DRESS CODE DESCRIP TION	
GIRLS/BOYS	
Sweaters/Cardigans/Blazers/ Hoodie Sweatshirts: Hoods are **not allowed** to be worn on the head inside school buildings.	Dress shirt: Solid white only; collared; short or long sleeves; cotton fabric, but no t-shirt material, simple with no adornment. Polo shirt: Solid white, solid navy, or solid red; short or long sleeves; standard pique or jersey weave fabric; navy polo may not be worn with navy bottom. Middle School Students only are also permitted to wear light blue and gray polo shirts. Turtle neck: Solid white or solid navy; long sleeves; cotton fabric with no pattern in the knit; no mock turtle necks
Sweaters/Cardigans/Blazers:	Cardigan/ sweater/ blazers: Solid navy, solid white, or solid red; long sleeve; v-neck or crew neck; button front or zipper; non-distracting weave pattern; approved uniform top underneath Pullover or vest sweater: Solid navy or solid red; long sleeve; v-neck or crew neck; non-distracting weave pattern; approved uniform top underneath. Hoodie sweatshirts or zip ups: Solid colors in school approved

	colors of red, gray, navy, and white.
School Sweatshirt: Hoods are **not allowed** to be worn on the head inside school buildings.	Must be approved by Mountainville administration. Solid color and must have the MA logo or approved lettering; approved uniform top underneath.
School spirit t-shirt:	Color and style as sponsored by the school; may be worn on Fridays only (optional); may be worn with approved khaki or approved navy bottoms only; may not be worn with plaid bottoms; may not be worn with jumpers; no sleeve rolling, knotting, or tying allowed; may be worn for multiple years, but must meet the appearance standards for condition and appropriate fit
Pants:	Solid dark khaki or solid dark navy; if the pants have belt loops, a belt must be worn; no jeans, colored denim, corduroy, capri pants, cropped pants, cargo pockets, overalls, or identifying brand markings; no contrasting top-stitching, large zippers, large buttons, large belt loops, rivets, or ribbons/sashes for adornment. Pants many not be rolled up to make them capris.
Shorts:	Solid dark khaki or solid dark navy; if the shorts have belt loops, a belt must be worn; no shorter than 4 inches above knee cap; no longer than 1 inch below knee cap; no jean, colored denim, or corduroy fabric; no cargo pockets, overalls, or identifying brand markings; no contrasting top-stitching, large zippers, large buttons, large belt loops, rivets, or ribbons/sashes for adornment
Skirts, skorts, and jumpers:	Solid dark navy, solid dark khaki, or Marymount plaid; hemline no shorter than 2 inches above kneecap; hemlines no longer than 1 inch below knee cap; if item has belt loops, a belt must be worn; no cargo pockets, large zippers, large buttons, large belt loops, or rivets for adornment; moderate size tabs ok; no contrasting top-stitching. Grade 6-9 only approved for mid-calf length skirt.
Belt:	Solid black, solid brown, solid navy, or solid khaki; must be worn with all belt-looped items; no ribbons or sashes, no large, colored, or highly decorative belt buckles; no contrasting top stitching, metal studs or rivets, zippers, etc.
Tie:	Cross tie: Girls may wear a solid navy or Marymount plaid only; worn with white blouse only; no colored scarves allowed with any uniform top. Necktie: Boys may wear a solid navy or Marymount plaid only worn with white blouse only. (Approved for girls grades 6-9 only)
Bike shorts/leggings:	Solid navy, solid black, or solid white; must be worn under skirt, skort, or jumper (not alone); bike shorts must not show below hem;
Socks:	Solid navy, solid black, solid khaki, or solid white only; mandatory for all elementary students.

Tights:	Solid navy, solid black, or solid white; smooth opaque or cable knit; no nylons.
Footwear:	Student choice of comfortable shoes; conservative style that is non-distracting to the educational environment; must be closed-toed and closed-heeled; heels or soles no higher than one inch; no lights, charms, characters, or wheels; for safety and comfort, athletic shoes are required for gym class. Middle school students only are permitted to wear their choice of footwear for traditional school days, athletic shoes and appropriate attire are still required for physical education classes.
Underclothing;	Appropriate underclothing mandatory for all students; must not be visible; optional solid plain white undershirt/cami may be worn under tops (must be tucked in, no colors, no layering); girls strongly encouraged to wear bike shorts under skirts and jumpers
Accessories:	Hair: Neutral in color or follow dress code color scheme, i.e., black, brown, white, navy, khaki, red, Marymount plaid, metallic gold or silver, or tortoiseshell. Must be small, simple, and non-distracting. No hats, or other head covering allowed inside the school building except for medical or religious reasons. Jewelry: Small, simple, and non-distracting to the educational environment; no large hoop or long dangle earrings for safety concerns; no pierced jewelry in alternative body parts (e.g. nose, lip, tongue, etc.) No sunglasses may be worn inside the school building.
Other:	Cosmetics: No glitter, artificial tattoos, extreme, distracting, or inappropriate looks for school. (approved for middle school only) Hair: Neat, clean, and combed in appearance; appropriate for school; no extreme hairstyles; no irregular/unnatural colors
Outerwear and Backpacks:	**Outerwear**: Student choice. No vulgar, obscene, profane, or controversial language, logos, or pictures. Outerwear worn during outside recess and/or to and from school for warmth is not considered a dress code item and may not be worn inside the classroom.

Free Dress Uniform Dress Code: The School Leader shall be allowed the discretion to occasionally and reasonably suspend specific uniform dress code requirements (e.g., blue jean day, spirit t-shirt day, crazy hair day, etc.)
Free Dress days are described as non-uniform clothing that conforms to the school's general standards of dress and/or any specific guidelines set forth by the Principal for that day. Some free dress days may be theme days, on which students may be authorized to wear certain special clothing or costumes. Such days may be suggested by the student council, teachers, and Parent Council, but will be approved by the Principal and duly announced to the school community.

Free Dress Guidelines: Clothing must be appropriate, modest, and follow basic public school guidelines. No mini-skirts, short shorts, tank tops, bare mid-drifts, etc. Hats, large knitted headbands, sunglass, or bandanas may not be worn

SECTION FIVE: PHYSICAL EDUCATION UNIFORM DRESS CODE

MA PHYSICAL EDUCATION UNIFORM
Grades 1-5
GIRLS/BOYS
Clothing: School uniform (Bike shorts required under skirts or jumpers) Shoes: Mandatory to wear athletic shoes or shoes appropriate for physical activity for safety and comfort reasons
Grades 6-9 Students in grades 6-9 must change into a P.E. uniform.
GIRLS /BOYS
Clothing: P.E. Uniform purchased in the front office. Shoes: Mandatory for all students in grades 6-9 P.E. to wear athletic shoes for safety and comfort reasons

SECTION SIX: DRESS CODE MODIFICATION

Modification Process: All clothing and related dress code items that are not specifically covered in this policy but considered inappropriate or contrary to the stated purpose of the uniform dress code as outlined in the Mountainville Academy Uniform Dress Code Policy. It will be left to the discretion of the teacher and/or School Leader to determine whether or not an item in question is compliant with the school's uniform dress code and/or constitutes a distraction to the educational environment of the classroom and school.

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Revised: 03/20
Revised: 11/20

3214 FREE DRESS POLICY

On occasion, Mountainville Academy will provide a "free dress" day where students are not required to wear the standard school uniform. Students will be required to conform to standards that avoid extremes and exemplify personal cleanliness. Any personal appearance in either clothing style or personal grooming is prohibited if:

1. It tends to cause a material and substantial disruption of the educational process.
2. It would endanger the welfare of the students or others.
3. It causes undue attention to the anatomical features and/or details of the individual.
4. It does not conform to the requirements of a special class or activity, approved by the principal, which requires special dress and grooming in which the student expects to participate.
5. It appears to attempt to challenge the policy or the authority of the school in its reasonable interpretation and enforcement.

School administration reserves the right to require any student to change attire if the clothing or adornment is a violation of the above guidelines. This policy applies to all school related functions except those special activities approved by the principal.

Guidelines:

1. Students are required to wear appropriate footwear to school. It must not mark or damage floors. Shoes must be worn at all times
2. Clothing which is ragged, tattered, or distracting in appearance must be avoided. Short shorts and short skirts, halter-tops, tank tops, spaghetti straps, bare midriffs, low-neck lines, or cut-offs, are not acceptable.
3. Clothing that contains slogans or insignias that are contrary to the educational purpose of the school should not be worn. This includes, but is not limited to, vulgar words, profane or obscene slogans and pictures, or advertisements for alcohol, tobacco, and drugs.
4. Students should remove their headwear when asked by the administration, teachers, or staff member.
5. Any attire, which identifies, promotes, or suggests illegal or gang activity is NOT permitted. This includes but is not limited to: bandanas, headgear, jewelry, symbols, insignia, the manner in which the clothing is worn, and other adornment signaling gang affiliation or illegal activities. Hats will be worn straight.
6. Low riding pants are unacceptable for both female and male students. It is unacceptable for undergarments to show at any time.

Checklist for unacceptable attire

- NO shorts or skirts shorter than three to four inches above the knee.
- NO bare shoulders or underarms (sleeve past shoulder seam of shirt required).
- NO “low riding” pants.
- NO clothing that reveals undergarments.
- NO low necklines.
- NO bare midriffs.
- NO ads for alcohol, drugs, tobacco.
- NO clothing displaying, representing, or suggesting illegal, vulgar, or obscene words

Approved 02/2014

Reviewed: 02/21

3215 SUICIDE PREVENTION POLICY

Purpose

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt.

Definitions

Policy /Procedure

1. **Implementation**: Mountainville Academy shall designate a suicide prevention coordinator (School Counselor). The school suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school. The school suicide prevention coordinator will act as a point of contact in each school concern relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

2**. Staff Professional Development:** All staff will receive annual professional development of suicide prevention and how to recognize risk factors and warning signs of mental disorders and suicide.

3**. Seeking Help**: Help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help will be made available to students.

4. **Publication and Distribution:** This policy will be distributed annually and included in student and teacher handbooks and on the school website.

Approved: 4/17

3300 Health & Safety

3301 CHILD ABUSE – NEGLECT REPORTING

Mountainville Academy supports early intervention in the child abuse-abuser cycle and also supports taking early protective measures to prevent said cycle. The daily contact of education personnel with children places them in unique and ideal position for identifying and referring suspected cases of abuse or neglect.

Any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused, shall immediately notify the Alpine Police Department or the office of the state Division of Child and Family Services (DCFS). The school employee shall also notify the School Leader. However, such a report does not satisfy the employee's personal duty to report the abuse or neglect to law enforcement or DCFS.

Mountainville Academy shall cooperate with social services and law enforcement agency employees authorized to investigate charges of child abuse and neglect. Mountainville Academy shall also ensure the anonymity of those reporting or investigating child abuse or neglect in a manner required by Section 62A-4a-412.

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3302 EMERGENCY CARE

Each student must have a current and complete Health Information Form (completed during registration) on file indicating persons to be called in case of student illness or emergency. In addition to the parents/guardians, at least one additional contact person must be provided. It is important that the school have accurate and up-to-date home and work phone numbers, as well as any other emergency contact information. Please keep the school informed of any contact information which changes.

The school must be informed of any student health condition that warrants particular awareness, such as allergies, diabetes, asthma, history of seizures, etc. Additionally, any medical restrictions (e.g. no administration of blood products) should be noted on the Health Information Form. In the case of an extreme medical emergency, the school will call 9-1-1. All efforts will be made to notify parents immediately.

Parents should receive a written notification for all student injuries at school; additionally, teachers and staff will submit an oral or written report to the School Leader regarding these injuries. A written report, in addition to the oral report, must be submitted to administration regarding serious injuries and filed in the student's record.

Approved: 08/06
Revised: 02/11

3304 HEAD INJURY POLICY

The purpose of this policy is to protect MA students and athletes while participating in any and all physical activities sponsored by and through the school, including but not limited to recess, P.E. class, field day, try-outs, games or other extra-curricular activities. MA seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

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

Recognition of Concussion

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

The following are common signs and symptoms of physical activity-related concussion:

Signs (observed by others):

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

Symptoms (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish

- Feels "foggy"
- Problems concentrating
- Problems remembering

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

Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

    - Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
    - Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
    - A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
    - Deterioration of neurological function
    - Decreasing level of consciousness
    - Decrease or irregularity in respirations
    - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
    - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
    - Seizure activity

2. A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

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

RECOGNIZE - REMOVE - REFER

Recognize concussion

1. All educators and agents of MA should become familiar with the signs and symptoms of concussion that are described above.
2. MA staff shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by a written statement from a licensed medical provider.

When in doubt, sit 'em out

Refer the athlete/student for medical evaluation

1. MA is responsible for notifying the student's parent(s) of the injury.
    a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.
    b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to MD):
    - MA staff should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
    - MA staff should continue efforts to reach a parent.
    - If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A MA staff member should accompany the student and remain with the student until a parent arrives.
    - MA administration shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.
3. MA should seek assistance from coaches, teachers, administration, or other appropriate individual, if available, at a host school or other site during an away contest if the injury occurs during a formal athletic contest.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
    a. Asymptomatic at rest and with exertion (including mental exertion in school) AND
    b. have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by

a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by the student's teacher as well as administrative staff, who must have a very specific plan to follow as directed by the student's physician)
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:

Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
Step 2. Return to school full-time.
Step 3. Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the student may begin walking or riding an exercise bike. No weight lifting.
Step 4. Running in the gym or on the field. No helmet or other equipment.
Step 5. Non-contact training drills in full equipment. Weight training can begin.
Step 6. Full contact practice or training. Participation in regular P.E. and recess activities.
Step 7. Play in game (intramural students). Must be cleared by physician before returning to play.

- The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

Parents or Legal Guardians of MA students **ARE REQUIRED** to complete a Concussion & Head Injury Information Release Form and turn it into the school prior to the student participating in any intramural sports activity.

http://www.cdc.gov/concussion/HeadsUp/youth.html

Approved: 09/11
Revised: 09/13

3305 MEDICAL NEEDS

Each student must complete a health form as part of the enrollment process each year. This form allows the parent to notify the school of any health concerns, chronic illness, or need of medication during school hours. The form also notifies the school of the appropriate contact in case of an emergency if the parents cannot be reached immediately. The form is used to allow the school to administer medication, including providing Tylenol or Motrin as needed. Additionally, the form releases MA of liability for administering medication, and also frees the school from financial obligation should 911 be called for a student.

Immunizations: MA adheres to all immunization laws. Prior to the start of school, every student must have the following immunizations:

- 4-5 DPT
- 4 doses of polio
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella
- 2 MMR or 1 rubella, 1 mumps, 2 measles
- Students born after 1 July 93 and entering 7th grade must have 1 Td booster

A Utah Certificate of Immunization form or equivalent, signed by the physician, is required at registration. Occasionally, additional vaccinations may become required by law. The school reviews all immunization forms and will notify parents of missing immunizations. It is the parent's responsibility to ensure all requirements for the student are met or that the student is on track to receive all scheduled doses.

Illness: The school utilizes reasonable precautions to ensure a healthy environment for all students. Children should be kept home from school if they have one or more of the following:

- fever
- vomiting
- diarrhea
- conjunctivitis (pink eye)
- stomach pain
- sore throat
- rash

Children must be free from the symptoms above for at least 24 hours before returning to school. Some communicable diseases require a longer exclusion from school.
In the event that any of the previous symptoms appear in school, the following procedures will be followed:

1. If a child becomes ill at school, he/she will be taken to the nurse's office to be isolated from other children.

2. The child's parents will be notified that their child is ill and must be picked up from school. Children are to be picked up within one hour of notification.
3. If a parent cannot be reached, the emergency contact person will be called.
4. In case of a serious or life threatening injury or illness, the school will call 9-1-1 for medical assistance. All efforts will be made to notify the parents immediately. Emergency personnel will decide if the child needs to be transported to a hospital. MA is not responsible for any bills incurred by calling for emergency personnel.

If a student feels ill but exhibits no obvious symptoms of illness, the school nurse or secretary may invite the student to rest in the nurse's room for 15 – 30 minutes to determine if the symptoms will subside. If the student is not feeling better after resting, the parents will be contacted to determine how the school should proceed. The student may either be sent back to class or the parent may be required to pick the student up from school.

Medications: All medication should be given to students at home whenever possible. However, if necessary, prescription medication, over-the-counter drugs, herbs and essential oils may be administered to students at school only upon the specific written request of the student's parent or guardian and the child's medical doctor. A signed Authorization of Student Medication is required for MA staff to administer medication.

If a student is required to take medication during school hours, the following procedures must be adhered to:

- The parent or guardian must hand deliver the medication to the school nurse or secretary. Students are not to carry any medications to or from school at any time.
- All medications must be delivered in the original pharmacy or manufacturer labeled container. Any medication not delivered in the appropriate containers cannot be administered and will be returned to the parent/guardian.
- All medication and its accompanying prescription must be stored in a locked cabinet or refrigerator, as appropriate, in the nurse's office.
- All medication must be administered by the designated personnel in the exact dose and time frame listed on the prescription. A record of the amount, time, and person administering the medication must be kept for each student and medication.
- Unused medication must be picked up from the school by the parent/guardian at the end of the school year or it will be discarded.
- Expired medication will not be administered.
- Sharing of medications, even over-the-counter types, is not allowed at school.
- Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school.

Tylenol (acetaminophen) or Motrin (ibuprofen) may be administered at school only if prior parental permission has been given through a signed Tylenol (acetaminophen)/Motrin (ibuprofen) Permission Form. Providing this written parental permission has been given, designated school personnel may give acetaminophen or ibuprofen to students with the following symptoms:

- fever (100 degree F or above) after the parent has been notified to pick up their student.

- dysmenorrhea (menstrual cramps)
- headache
- toothache

If a student has been given Tylenol or Motrin at school, the parents will be notified through a phone call or by sending a note home with the student.

Students are allowed to possess and self-administer asthma medication and diabetes medication, as appropriate, providing certain requirements are met as outlined in Utah State Code Section 53A-11-602 and 53A-11-604, respectively. Appropriate forms are available in the office as developed by the Utah Dept. of Health.

As outlined in Utah State Code Section 26-41-104, at least one or more school personnel shall receive training from a qualified individual regarding the storage and emergency use of an epinephrine auto-injector, as well as all follow-up procedures such as calling 9-1-1 and notifying parents if possible.

Upon receiving a signed statement from a parent/guardian of a student with diabetes certifying that glucagon has been prescribed for the student, the school will appropriately train required personnel in the administration of glucagon, as well as adhere to all related requirements as outlined in Utah State Code Section 53A-11-603.

Students who have particular health concerns will be flagged with a Red Health Alert Folder which is kept in the nurse's office. This folder will have detailed instructions on the procedures to follow in case of an emergency, as well as any parental permission required. Teachers will receive a copy of these instructions as well. The health concerns of any student who has a Red Health Alert Folder will be discussed with the teachers, office staff, and School Leader to ensure the child's needs are met.

Approved: 08/06
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Revised: 09/13

3306 NUTRITION AND PHYSICAL ACTIVITY WELLNESS POLICY

1. PURPOSE & PHILOSOPHY

To optimize student performance potential, the Mountainville Academy Board of Trustees promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Mountainville Academy supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The school contributes to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.

2. OPPORTUNITIES FOR PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

A quality physical education program is an essential component for all students to learn about and participate in physical activity. A sequential developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity should include regular instructional physical education as well as extracurricular activities in the Jr. High and recess in the elementary.

3. OPPORTUNITIES FOR NUTRITION EDUCATION

A quality nutrition education program is an essential component for all students to learn in an effort to positively influence students' eating behaviors. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the State Core Health Education Curriculum.

4. NUTRITION GUIDELINES FOR FOODS AVAILABLE IN SCHOOLS

Food served through a federally sponsored school lunch program shall meet or exceed the federal regulations and guidance for reimbursable school meals. Other food items on school grounds and at school-sponsored activities during the instructional day are encouraged to include healthy snack options.

5. MONITORING AND POLICY REVIEW

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

Approved: 03/09

3307 STUDENT SUPERVISION (6412)

Staff members should never leave students unattended and without the supervision of a paid school employee or a school volunteer who has been fingerprinted and has had a background check.

No teacher, staff member, or administrator should be alone in a room with a student without an open door or an uncovered window.

Approved: 08/06

3308 USE OF PHYSICAL RESTRAINT

Physical restraint of students to ensure a safe school will only be used in situations consistent with Federal Law and Utah Code sections 53A-11-802 and 76-2-401 (3). As such, Mountainville Academy employees or volunteers may not inflict or cause the infliction of physical pain upon the body of a child as a disciplinary measure.

Reasonable and necessary physical restraint or force will only be used in self-defense or when otherwise appropriate to the following circumstances:

- To obtain possession of a weapon or other dangerous object in the possession or under the control of a child;
- To protect the child or another person from physical injury;
- To remove from a situation a child who is violent or disruptive; or
- To protect property from being damaged.

Physical restraint will not be used as a punishment. Staff members will be trained in proper and safe child restraint techniques.

Approved: 08/06

3309 EMERGENCY PREPAREDNESS AND RESPONSE PLAN

For the welfare of students, Mountainville Academy will develop an emergency preparedness and response plan. This plan will be developed by the Governance Committee, Administration, Facility Supervisor, and local emergency agencies. It will be reviewed and updated as needed but at least every three years.

Each year prior to April 30th, MA will designate a week as Emergency Preparedness and Response Week.

Emergency Preparedness Training

A. Students shall be provided with training appropriate to their ages in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills. These trainings will occur during the annual Emergency Preparedness and Response Week.

B. Fire Drills:
   1. During the school year, fire drills will be conducted at least once each month during school sessions.
   2. The first fire drill shall be conducted within the first 10 days of the school year.
   3. Required emergency evacuation drills may be substituted every other time by a security or safety drill to include shelter in place, earthquake drill, or lockdown for violence.
   4. The routine emergency evacuation drill, for fire, shall be conducted at least every other evacuation drill.
   5. Fire drills shall include the complete evacuation of all persons from the school building or portion thereof used for educational purposes. An exception may be made for the staff member responsible for notifying the local fire department and handling emergency communications.
   6. When required by the local fire chief, the local fire department shall be notified prior to each drill.
   7. Fire drills shall be initiated by activation of the fire alarm system.

C. MA shall hold at least one drill for other emergencies during the school year.

Emergency Response Training

A. MA shall provide an annual training for staff on employee roles, responsibilities, and priorities in this plan.
B. MA shall conduct at least one annual drill for school violence emergencies.

C. MA shall review existing security measures and procedures and make adjustments as needs demonstrate and funds are available.
D. MA shall develop standards and protections to the extent practicable for students at school-related activities, including those off school property.
E. MA shall coordinate with local law enforcement and other public safety representatives in appropriate drills for school safety emergencies.

Prevention and Intervention

A. MA shall provide comprehensive violence prevention and intervention strategies such as resource lessons and materials on anger management, conflict resolution, and respect for diversity and other cultures.
B. MA shall develop, to the extent resources permit, student assistance programs such as care teams and school intervention programs.
C. MA shall cooperate with other governmental entities, as feasible, to provide emergency relief services, including school facilities, equipment, and personnel to meet public emergency needs.

Communication and Lines of Authority

A. The Utah State Board of Education is the chief officer for emergencies involving multiple schools, or for state or federal assistance.
B. The MA Board of Trustees, through the school principal, is the chief officer for MA emergencies.
C. In the event of an emergency, school personnel shall maintain control of students and facilities during the school day or until students are released to a parent or legal guardian. While in school, students will receive reasonably adequate educational services and supervision.
D. Release of a child below ninth grade at other than regularly scheduled hours is prohibited unless the parent or another responsible person has been notified and has assumed responsibility for the child. An older child may be released without such notification if a school official determines that the child is reasonably responsible and notification is not practicable.

Administrative Issues

A. By July 1st of each year, MA shall certify that the emergency preparedness and emergency response plan has been practiced at the school level, presented to and

reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives consistent with Utah law.

B. Funds expended for emergencies, for assessing and repairing damage, and for seeking reimbursement for emergency expenditures shall be accounted for through MA's accounting policies.

Approved: 09/14

3310 SCHOOL PERSONNEL & MEDICAL RECOMMENDATIONS POLICY

Purpose

The purpose of this policy is to help school personnel understand legal restrictions in providing information and observations about students in an appropriate manner.

Definitions

As used in this section:

(a) "Health care professional" means a physician, physician assistant, nurse, dentist, or mental health therapist.

(b) "School personnel" means a school district or charter school employee, including a licensed, part-time, contract, or nonlicensed employee.

Child abuse is already covered under another policy. Emergency situations are already covered under another policy. Individuals with disabilities act is covered under another policy.

Policy

School personnel may provide information and observations to a student's parent or guardian about that student, including observations and concerns with regard to progress, health and wellness, social interactions, and behavior. School personnel may also communicate this information and observations amongst each other as necessary for appropriate guidance for student.

School personnel may also refer students to other appropriate school personnel as it is consistent with our policy, which may include referrals and communication with a school counselor or other mental health professional that is certified and working within the school system. Appropriate school personnel with adequate knowledge of the student may complete a behavioral health evaluation form if requested by a student's parent or guardian to provide information to a licensed physician.

School personnel shall NOT:

a) Recommend to a parent or guardian that a child take or continue to take a psychotropic medication;
b) Require that a student take or continue to take a psychotropic medication as a condition for attending school;

c) Recommend that a parent or guardian seek or use a type of psychiatric or psychological treatment for a child;
d) Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child, except where the Individuals with Disabilities Education Act and its amendments applied; or
e) Make a child abuse or neglect report to authorities, including the Division of Child and Family Services, solely or primarily on the basis that a parent or guardian refuses to consent to:
    - A psychiatric or psychological, or behavioral treatment for a child, including the administration of psychotropic to a child or
    - A psychiatric or behavioral health evaluation of a child

<u>An exception can be made only if failure to take action would result in serious, imminent risk to the child's safety or the safety of others.</u>

A school counselor or other mental health professional acting in accordance with Title 58, Chapter 60, Mental Health Professional Practice Act, or licensed through the State Board of Education, working within the school system may:

a) Recommend, but not require, a psychiatric or behavioral health evaluation of a child;
b) Recommend, but not require, psychiatric, psychological or behavioral treatment of a child;
c) Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child in accordance with 53A-13-302; and
d) Provide to a parent or guardian, upon the specific request of the parent or guardian, a list of three or more healthcare professionals or providers, including licensed physicians, psychologists, or other health care specialists.

Mountainville Academy will provide for training of appropriate school personnel on this policy as well as provide notice that intentional violation of this policy is cause for disciplinary action.

This policy is not intended to discourage general and normal discourse that is not expressly prohibited by this policy between school personnel and a student’s parent or legal guardian.

Approved: 3/17

3311 STUDENT TRAVEL POLICY

I. Student Travel within the State of Utah

A. All class and student field trips must be preapproved by the school administration and proper documentation submitted.

B. Primary grade students (Grades K-3) may travel within a radius of 50 miles from Mountainville Academy. Any exceptions must be approved through administration.

C. Intermediate grade students (Grades 4-6) may take educational field trips to points of interest within a 90-mile radius from Mountainville Academy. Any exceptions must be approved through administration.

D. Junior high school students educational field trips need to be approved through administration and the proper documentation submitted.

II. Extended Student Travel out of the State

A. Generally, the Board **shall not approve extended excursions at the junior high school level. In no case shall the Board approve an extended excursion at the elementary level.**

B. Mountainville Academy administration and Board will only consider extended out of state travel if a travel agency has been employed and trip insurance procured.

C. Only a three-day total absence from school is allowed for any trip taken by Mountainville students.

D. The principal may recommend the trip to the Board for approval if the proposal received a vote of 80% or more in favor of the trip. The required 80% is defined as 80% of the total number of students enrolled in the school group and 80% of their parents or guardians. For example, if 60 students were enrolled in the group, 48 favorable votes would be required. This approval requires written documentation by students, teachers, and parents.

1. A parent with more than one child in the same group shall be allowed one vote per child. Thus, two children from the same family participating in the same group excursion would result in their parents receiving two votes.

E. After all forms and documentation has been received by the administration, the principal may recommend the trip to the financial committee. The financial committee must review all financial documentation concerning the trip before the principal may present the

student travel proposal to the Board. The principal's recommendation is to reach the Board at least 90 days before the proposed date of departure for the trip. All student travel that requires Board approval must be submitted to the Board as an agenda item in a board meeting.

F. AFTER the Board has approved the extended travel plan, parents are to complete the Parent Consent for Student Participation form prior to departure. These completed forms are to be in possession of the supervising educator during the trip, as well as a copy located in the school office. They should be kept on file at the school at the end of the trip for at least six months.

G. There must be at least one adult supervisor for every ten students. Supervisors must be the same gender as the students they supervise.

III. Guidelines for Extended Travel

A. Extended travel must be grounded in educationally oriented activities. Excursions may include, at the maximum, a day of non-educationally oriented activity.

B. Athletic competition based upon a tournament structure with a regional or national scope shall be considered by the Board on the same basis as an educational activity.

    1. Athletic competitions involving a "home and home" arrangement or a single game outside of Utah shall not be approved by the Board.

C. The Board respects the rights of parents to take their own children to competitions or performances that are not approved by the Board. However, non-approved activities are not considered activities of Mountainville Academy and fund-raising, supervision, or other activities or actions that portray Mountainville academy logo and support are not allowed.

Approved: 3/18

3400 Rights and Privacy

3401 DISABILITY

In accordance with Federal law, Mountainville Academy does not discriminate against on the basis of disability with regard to admission, educational services, employment, or otherwise.
Under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, an individual with a disability is defined as:

- A person with a mental or physical impairment which substantially limits one or more major life activity, such as seeing, hearing, speaking, breathing, or learning
- A person who has a record of such impairment
- A person who is regarded as having such impairment

All students who meet the above definition of an individual with a disability will be evaluated, identified, and provided with Free Appropriate Public Education (FAPE) as applicable. Mountainville Academy will make available to all eligible children with disabilities a free appropriate public education in the least restrictive environment according to their needs.

Parents of children with disabilities are entitled to procedural safeguards, including individual notice and an impartial hearing. If parents have a disability discrimination complaint, relevant information for the grievance procedure is available at the front office.

Approved: 08/06

3402 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Mountainville Academy will comply with FERPA as fully outlined in 20 U.S.C. 1232g; 34 CFR Part 99). Under FERPA, schools must generally afford parents:

- The right to inspect and review their student's education records within 45 days after the day the school receives a request for access (although they are not necessarily required to provide copies of records).
- The right to seek to have their student's records amended if the parent believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to written parental consent prior to the release of personally identifiable information from the student education record. However, schools may disclose those records, without consent, to the following parties or under the following conditions:
    - School officials who have legitimate educational interests
        - 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.
    - Schools to which the student is transferring
    - Appropriate officials who are conducting audits or evaluations
    - Specified parties in conjunction with financial aid to the student
    - Organizations conducting specified studies for or on behalf of the school
    - Accrediting organizations
    - Compliance with a judicial order or lawfully issued subpoena
    - Appropriate officials as related to health and safety emergencies
    - State and local authorities, within a juvenile system, pursuant to specific State law
    - State, local, or Federal education authorities

Additionally, schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and

dates of attendance, unless a parent/guardian has advised the school to the contrary in accordance with school procedures. Parents/guardians are given notice of their rights under FERPA each year annually and allowed the opportunity to request that the school not disclose directory information about them. Examples of directory information include, but are not limited to playbills, yearbooks, honor roll or other recognition lists, graduation programs, team lists, etc. 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. Examples of outside organizations include, but are not limited to, yearbook publishers, manufacturers of class rings, etc.
In addition, two federal laws require LEAs receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with names, addresses, and telephone listings of students, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The school may develop policies that allow the disclosure of directory information only to specific parties, or for specific purposes, or for both.
Parents/guardians of students who are enrolled in Mountainville Academy who do not wish to have directory information disclosed from their student's educational record without prior written consent must notify the school in writing by August 25 of each school year. Mountainville Academy has designated the following information as directory information: Student name, address, telephone listing, e-mail address, photograph, date and place of birth, date of school attendance, grade level, participation in recognized school activities or sports, honors or rewards received, the most recent educational agency or institution attended, and school or student ID number (if it cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user).

Parents may not use their right to opt out of directory information disclosures to prevent the school from requiring students to wear or otherwise disclose student ID cards or badges that display information that may be designated as directory information.

Access to Education Records

Schools are required by FERPA to:

- Provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- Provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- Redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:

- Create or maintain education records;

- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.
- Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if the school decides not to amend the records in accordance with the request;
- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.
- A school is not required to consider requests for amendment under FERPA that:
- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs.

Disclosure of Education Records

A school must:

- Have a parent's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the school district's annual notification of rights to parents;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is pursuant to a lawfully issued court order or subpoena; and
- The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify parents of students in attendance that they must allow parents to:

- Inspect and review their children's education records;
- Seek amendment of inaccurate or misleading information in their children's education records;

- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

- Information for a parent to file a complaint of an alleged violation with the FPCO;
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
- Information about who to contact to seek access or amendment of education records.
- Means of notification:
- Can include local or student newspaper; calendar; student programs guide; rules handbook, or other means reasonably likely to inform parents;
- Notification does not have to be made individually to parents.

For Further Information or Complaints of Alleged Violations Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
Maryland Avenue, SW Washington, DC 20202-5901

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
    - Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
    - Names and titles of those school officials and other third parties involved;
    - A specific description of the education record around which the alleged violation occurred;
    - A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;
    - The name and address of the school, school district, and superintendent of the district;
    - Any additional evidence that would be helpful in the consideration of the complaint.

Rights under FERPA transfer from parent to student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").

In the event of a security breach in which the student's personally identifiable student data is released, the parent or guardian of a student shall be notified by email, mail, or a phone call.

Approved: 08/06
Revised: 06/13
Revised: 10/15
Revised: 01/20

3403 PARENT RIGHTS

Parents/guardians have the right to:

- Prevent disclosure of student information, as allowed under FERPA and PPRA
- Review and inspect curriculum
- Receive an annual briefing regarding parental rights
- Exempt children from specific school curriculum based on personal judgment or beliefs
- Communicate with or have access to the School Leader and/or the Board of Trustees in a timely manner, as deemed necessary
- Visit the school and enter into classrooms in accordance with the school's open door policy. All visitors will be required to check-in at the office to obtain a visitor pass. In order to prevent disruption of the learning process, infants and preschool age children and otherwise distracting behavior will not be allowed in the classroom.

Approved: 08/06
Revised: 02/11

3404 PROTECTION OF PUPIL RIGHTS AMMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent*; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations.

Parents/guardians shall receive notice of any of the following activities and shall have the right to opt-out:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Administration of any protected information survey (a survey containing one or more of the above-described eight categories of information) even those not federally funded; and
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Parents/guardians have the right to inspect the following, upon request, prior to administration by the school:

- Protected information surveys of students (including an instructional materials used in connection with the survey), as described above;
- Documents used to collect personal information from students for any of the marketing, sales, or other distribution purposes referred to above; and

- Instructional materials used as part of the educational curriculum.

Annual Notice

The school shall annually notify parents/guardians of their rights under the Protection of Pupil Rights Amendment (PPRA). The annual notice must also include:

- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
- Information about who to contact to seek access or amendment of education records.

For Further Information or Complaints of Alleged Violations

Parents and eligible students who need assistance or who wish to file a complaint of alleged violations under FERPA or PPRA should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

A full copy of FERPA and PPRA rights are available through the school office.

Approved: 08/06

3405 SEARCH OF PERSON OR PROPERTY

Given the school's custodial and tutelary responsibility for children, and the school's commitment to preserve a safe environment for all students and staff, Mountainville Academy school officials have the authority to conduct reasonable searches of students and student property. School officials engaging in searches of students and property shall abide by the following guidelines:

Student Lockers: Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the schools' responsibility to protect the health, safety and welfare of its pupils and personnel in accordance with Act 451, Section 380.1306.

Student lockers are solely the property of the school, and as such students have no right or expectation of privacy in school lockers. Lockers and/or locker contents may be searched without prior permission and at any time by school officials either with or without cause. Once a locker is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings of this policy.

It is strongly recommended that the student be present for the search of his/her locker. Except in an emergency it is recommended that the School Leader or his/her designee have another adult present during a locker search.

The School Leader or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in the course of conducting a locker search. The School Leader or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy or rules.

Searches of Students and Student Property: Searches of a student's person, personal properly (coats, hats, backpacks, book bags, purses, wallets, notebooks, gym bags, etc.) may be conducted whenever the student's conduct creates a reasonable suspicion that a particular school rule or law has been violated and that the search is reasonably related to the suspicion and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Circumstances warranting a search include those in which school officials have reasonable suspicion that the student or student property is concealing lost/stolen/misplaced items, weapons, drugs, alcohol, tobacco, unsafe contraband, pagers, or other items considered inappropriate at school.

Searches of Personal Belongings: Personal belongings may be searched by school officials whenever school officials have reasonable suspicion to believe a student is concealing evidence of a policy violation or criminal activity and the items being searched are capable of concealing such evidence. The student may be asked to open personal belongings and to turn over personal property for search by a school official. All searches of student property by school officials shall be witnessed by an objective third party (such as another administrator, teacher, or police officer) to observe that the search is not excessively intrusive.

All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement officers if school officials have reason to believe the contraband is related to the commission of a criminal act.

Searches of Person: School officials shall make sure the search meets the following guidelines:

- The search shall be conducted in a private area of the school by a school official of the same sex as the student being searched
- The search shall be observed by an objective third party of the same sex as the student being searched (i.e., administrator, teacher, police officer)
- School officials may ask the student to remove his/her. hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband
- Under no circumstances may school officials require students to remove any other items of clothing or touch students in any way during the search.

If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement officers shall be summoned immediately to conduct further search and investigation.

Documentation of Searches: School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:

- The time, place and date of the search
- The reasonable suspicion giving rise to the search (what did school officials suspect to find during the search)
- The name and title of individuals conducting and observing the search
- A statement about evidence that was found or not found as a result of the search
- A statement about who took possession of contraband (i.e., police, school, etc.)
- Information regarding the attempts of school officials to notify parents about the search.

Approved: 08/06
Revised: 02/11

3406 SPECIAL EDUCATION STUDENTS

Mountainville Academy's student population includes students who require Special Education instruction. The classroom teachers of these students need to be aware of their needs and their Individual Education Plan (IEP). An IEP outlines the student's specific needs and accommodations for testing, instruction, one on-one help, etc. The Special Education teacher creates an IEP for each qualifying student in collaboration with the student, their parents, the school counselor, and the regular classroom teacher as necessary. Once the IEP is created, the Special Education teacher or the counselor meets with each teacher to review the needs and plans of the Special Education student. Teachers are legally responsible to accommodate the needs of the Special Education student based on their IEP.

Approved: 08/06

3407 STUDENT RIGHTS AND RESPONSIBILITIES

Students attending Mountainville Academy enjoy all the rights and responsibilities afforded to them by both state and national law.

Student Rights: No student shall be unlawfully denied an equal educational opportunity, or be unlawfully discriminated against on the basis of race, creed, color, national origin, religion, age, economic status, sex, or physical or mental handicap.

Every student has the right to receive an education relevant to his or her own needs and ability, as well as the right to learn at his or her own pace.

All students have the right to learn in an environment that upholds the law and ensures students are safe and protected during school hours and while on school property.

Freedom of speech is a basic student right; however, it is subject to the following constraints:

- It may not disrupt the educational process.
- It may not interfere with the rights of another, including his or her freedom of expression and his or her freedom from abuse and/or personal attack.
- The distribution of any written material, including material which represents the school, on the school property must receive prior approval of the School Leader.
- Teachers and administrators may edit the style and content of student speech at school assemblies, in the school newspaper, in school theatrical productions, and in other school sponsored activities, when teachers and administrators have legitimate educational concerns.

Every student has the right to an environment that encourages learning and is free of unnecessary disruption. Students have a right to the protections guaranteed to all citizens.

Student Responsibilities: Student responsibilities are established upon the values of self-respect and respect for others. As no student has the right to interfere with the education of fellow students, it is thus the responsibility of each student to respect the rights of all who are involved in the educational process. All students must adhere to these responsibilities while within school facilities, on school grounds, in school-approved vehicles, and while attending school- sponsored events.

Each student attending Mountainville Academy has the following responsibilities:

- Adhere to all school rules as outlined in the Mountainville Academy Policy and Procedure Manual.
- Attend school regularly, arrive at school on time, and be prepared for class.
- Exhibit his/her best effort in each subject area and ask for help as needed.
- Practice honesty in all academic work, as well as behave honestly in dealings with all members of the school staff.

- Follow the lawful directions of members of the school staff.
- Submit to reasonable consequences for the violation of rules, which may be imposed by members of the school staff.
- Respect the personal and educational rights of others.
- Refrain from unauthorized use, misuse, or removal of school or individual property.
- Refrain from any form of verbal or physical behavior designed to intimidate or otherwise harass another.
- Refrain from the use of profanity or obscene gestures.
- Refrain from the threat or use of physical violence.
- Refrain from engaging in the sale, distribution, use, or possession of illegal drugs or drug paraphernalia, alcohol, or other controlled substances, including prescription drugs.
- Refrain from possession or storage of any weapon, drug, chemical, firework, or explosive device in any Mountainville Academy building, regardless of a federal or state license.
- Refrain from proselytizing for or discriminating against any religious or special interest groups at school.
- Refrain from any conduct which discriminates against other students on the basis of race, creed, color, national origin, religion, age, economic status, sex, or physical or mental handicap.

Note: Mountainville Academy has established rules and guidelines in order to provide a safe and orderly environment for learning. As such, students must adhere to these rules and guidelines. However, the School Leader may exercise his/her personal judgment in the review of individual discipline incidents.

Mountainville Academy complies with all state and federal rules and regulations. Students who feel they have been discriminated against have the right to file a complaint with the school administration and/or local, state and federal authorities.

All policies and procedures shall be updated regularly to comply with state and federal laws.

Approved: 08/06
Revised: 02/11

3500 Student Registration

3501 DUAL ENROLLMENT

Purpose: To provide an understanding of dual enrollment provisions by Mountainville Academy.

Definition: Dual enrollment means simultaneous enrollment in a home school or an established private school while also enrolled and attending at Mountainville Academy.

Policy: Mountainville Academy offers dual enrollment to students who desire to be simultaneously enrolled at Mountainville Academy as well as in a home school or a regularly established private school under the following conditions:

- The student will have a minimum attendance at Mountainville Academy approximately one half (1/2) of the weekly instructional time.
- The parent provides a written request with a rationale for released time away from Mountainville Academy, and receives authorization from the School Leader
- If the student is a special education student, the IEP team will meet to determine an appropriate IEP.

If the student will attend Mountainville Academy less than one half (1/2) of the weekly instructional time, the parent shall withdraw their student from Mountainville Academy and either enroll in a private school or return to their local school and district to complete the procedures for formal home school status per Utah Code 53A-11-102(2)(a).

References: Utah Admin Code R277-438

Approved: 09/08
Revised: 02/11
Revised: 09/17

3502 ENROLLMENT

As outlined in its charter, Mountainville Academy offers enrollment for students in grades K-9, and complies with all federal and state laws relative to admission policies. Mountainville Academy does not discriminate on the basis of race, creed, color, national origin, religion, age, gender, handicap, or any other classification protected by law. Admission to Mountainville Academy is open to all students regardless of socio-economic status, geographical location or learning level and is governed by the following enrollment policies and procedures:

- Intent to Register Form: All parents wishing to enroll their child(ren) in Mountainville Academy must submit an Intent to Register (ITR) form for each prospective student which includes the required information for application. Intent to Register forms are accepted for the current/upcoming school year only, beginning with the Open Enrollment period and continuing into the beginning weeks of school. Applications received for pre-school children who do not meet the state's age deadline and are not old enough to attend school for the upcoming school year are not accepted. The names of all prospective students remain confidential.

- Open Enrollment and Lottery: An Open Enrollment period, recognizing the required minimum of at least 30 days and a conclusion by the third (3rd) Friday in February, is established each year as the commencement of enrollment for the upcoming school year. Students whose ITR's are submitted during the Open Enrollment period are received in no particular order and where necessary pooled with students of the same priority category (i.e. children of founding parents, siblings, etc.).

Submission of an ITR does not guarantee enrollment of a child. All applicants who submit an ITR during the Open Enrollment period will be accepted, unless the number of applicants exceeds the capacity for any grade level and/or the school enrollment capacity. In the event that the number of applicants exceeds the available positions, a random lottery is held to determine which applicants will be offered enrollment, with priority given to certain students who are eligible for Preferential Enrollment. The outcome of the lottery will establish an applicant's acceptance or wait-listed position for the upcoming school year.

- Preferential Enrollment: Preferential enrollment status is given to the following Mountainville Academy applicants:

    - Children of Founding Council members: The Founding Council is comprised of individuals whose contribution to the development of the school has been significant and meaningful.
    - Children of Mountainville Academy teachers

The number of students receiving preferential enrollment as children of founding parents and children of Mountainville Academy teachers shall not exceed 20% of the total student population.

- Siblings of students already registered to the school: Keeping families together is a priority to Mountainville Academy. If additional family members are not accepted initially, they will be eligible for sibling preference and accepted according to their sibling wait-list position as enrollment openings become available.

- Wait-Lists: Remaining applicants from the lottery who are not offered initial enrollment will be numbered on a wait-list and accepted according to their wait-list position as enrollment openings become available. New ITRs received after the closing of the Open Enrollment period will not be entered into the lottery, but will be processed in the order in which they are received and added to the bottom of the wait-list in the appropriate grade/priority AFTER all lotteried students and accepted as enrollment openings become available. Wait-lists are arranged in the following priority:

    - Children of Founders
    - Children of Mountainville Academy teachers
    - Siblings of registered students
    - All other children

Because of the Open Enrollment/Lottery process which is used each year to determine enrollment, Mountainville Academy does not maintain wait-lists for classes beyond the current school year. Wait-listed children who are not accepted to the school during the school year will undergo the lottery process again for the following year.

Admission: Once a child has been accepted either through the lottery or the wait-list, parents will be notified and given the opportunity to accept or decline their child's admission and complete the necessary paperwork for registration.

- Notification and Response Deadlines: Parents will be notified via e-mail and/or phone. It is the responsibility of parents to ensure that the school has their current contact information and to respond in a timely manner to an offer of admission.

Mountainville Academy will attempt to contact parents regarding their child's admission a minimum of two times. If the parent cannot be contacted or is non-responsive within a designated time period, the available space may be offered to another waiting student. Response deadlines are calculated from the first attempted contact as follows:

Date of First Attempted Contact	Response Deadline
Lottery through Jun 1 (Filling for following school year)	3 business days (72 hours)
June 2- Aug 1	2 business days (48 hours)
Aug 2 through end of current school year	1 business day (24 hours)

- Final Registration: Parents who accept admission are provided with required registration materials to complete student registration as well as a firm deadline for submission of all registration materials. If the designated registration deadline is not met, the available space may be offered to another waiting student.

Students already enrolled and attending Mountainville Academy are automatically re-enrolled the following year, unless they are appropriately withdrawn. Please refer to the school's Withdrawal Policy for more information.

Changing grade levels for the current school year: Children whose parent or legal guardian wish to change the current grade level for which they are accepted or enrolled will be considered on an individual basis by school administration and/or the Board of Trustees. Upon approval, the child may be placed on the In-School Transfer waitlist.

Changing grade levels for the upcoming school year: Children who are currently enrolled in the school whose parent or legal guardian wish to change the grade for which the child is enrolled for the upcoming school year will be considered on an individual basis by the school administration and/or the Board of Trustees. The parent or legal guardian must notify the school administration of the request before the close of the lottery. Failure to comply may result in the child not having a reserved seat in the grade desired for the upcoming school year; in such case, the child will be placed on the In-School Transfer Wait List.

References
Utah Annotated Code 53a-1a-506.5
State Board Administrative Rule R277-470

Approved: 08/06
Revised: 05/07
Revised: 11/07
Revised: 09/08
Revised: 12/11
Revised: 09/15

3503 FEES

As mandated by the Utah State Constitution and the Utah State Board of Education, Mountainville Academy is prohibited from charging fees to elementary school students. As such, Mountainville Academy has created an official fee policy and a fee waiver guideline.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Trustees, as well as a fee waiver policy. The fee schedule will be posted and distributed to all parents or guardians.

No fee may be charged to students in grade K-6, unless sixth grade is included in a school that contains one or more 7-12 grades, for any activity comprising the regular school day. For example, no fees may be charged for the following items or activities: textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, or snacks (except those associated with the National School Lunch Program). This list is not all inclusive. All students shall be allowed to enroll and fully participate in any class offered at the school, having the opportunity to acquire all skills and knowledge required for full credit and highest grades. Students may do this without paying a fee or participating in a fund raising activity, except in the case of special optional projects. Mountainville Academy will supply all student supplies for elementary students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.

Utah state law permits the charging of fees for grade 6 if it is included in a school that contains one or more 7-12 grades, and grades 7-12. Therefore, 6^{th}, 7^{th}, 8^{th} and 9^{th} grade middle school students may be assessed fees for general school supplies, class materials, rental fees, activities, and programs. Items may include, but not be limited to, textbooks, labs, calculators, musical instruments, lockers, towels, clubs, travel, and other materials and supplies needed for specific courses. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. However, except for common household items and common articles of clothing, no student shall be required to pay a fee or provide any material, money, or any object of value unless the requirement has been approved by the Board of Trustees and included in the school fee schedule.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, or other similar items. Costs associated with these items are not considered to be fees and will not be waived.

No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee is in accordance with

this policy and has been set and approved by the Board of Trustees. This approval applies to the following: Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups.

The school administration and Board of Trustees shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

As permissible by law, Mountainville Academy may make donation requests to supplement the school's limited funds. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

No present or former student with unpaid fees or fines may be denied receipt of transcripts or have their student files withheld from a subsequent school to be attended. A reasonable charge may be issued to cover the cost of duplicating or mailing, except for when duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Mountainville Academy shall provide, as part of this fee policy, adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. If a student is eligible for fee waivers, all fees must be waived, including textbooks.

Fees must be waived for the following students:

- Students eligible for free school lunch
- Students who are in state custody or foster care
- Students whose families are receiving public assistance through the Family Employment Program (FEP) from the Utah Department of Workforce Services
- Students who are receiving Supplemental Security Income (SSI)
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administration.

Mountainville Academy may request documentation from parents to verify fee waiver eligibility. The fee waiver application process must be handled fairly, objectively, confidentially, and without discrimination. Only school staff with a need and right to know shall be aware of student fee waiver status. The policy shall be administered and waivers shall be granted only by school administration.

At the discretion of school administration, partial fee waivers or other provisions in lieu of fee waivers may be made available for students unable to pay their entire fees. Students may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fees waived, appropriate to the age, maturity, and ability of the student, and not demeaning or discriminatory. Students are not obligated to perform work in lieu of fees, and parents must be given the opportunity to review the proposed alternatives to fee waivers, as well as given an available appeals process. If the parent/guardian appeals a denial of fee waivers, no fees will be required to be paid until the appeal is decided.

Regardless of fee waivers or provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school, and transcripts may not be withheld as a means of obtaining payment of those charges.

All 6th, 7th, 8th and 9th grade students shall be required to pay fees as appropriate to their individual schedule. Please see attachment for the current approved Mountainville Academy 6th – 9th grade fee schedule.

Annually, by October 31, the School Fee Certification of Compliance Form will be submitted to the USOE law office. Attached to the compliance form will be the current board-approved school fee policy, fee-waiver policy, and current board-approved fee schedule.

Approved: 08/06
Revised: 06/13

3504 FEE SCHEDULE FOR MIDDLE SCHOOL

REQUIRED GENERAL FEES (6th-9th Grade)	FEE AMOUNT	GRADE
Activity Fee/LLS	$20.00	6th-9th
Technology Fee	$35.00	6th-9th
Locker Fee	$2.00	6th-9th
PE (6-8)	$3.00	6th-8th
PE Skills	$20.00	9th
Instructional Materials Fee	$25.00	9th
ELECTIVES:		
3D Printing	$30.00	6th-9th
Art Foundations	$10.00	6th-9th
CCA	$10.00	7th
Ceramics	$30.00	7th-9th
Food and Nutrition	$20.00	7th-9th
Painting	$20.00	6th-9th
Theatre	$10.00	6th-9th
Robotics/Explorer Tech	$10.00	6th-9th
Class Change Fee (after September 1)	$5.00	6th-9th
Supply Closet Donation	$25.00	K-9th
After School Activity Fees		
Chess (Weekly October - March)	$40.00	
Guitar (Yearly, I day a week)	$60.00 a month	
Art Club (Semester- 13 weeks)	$50.00	
Mad Science (6 week course)	$73.00	
STEM Magic (8 weeks (INCLUDES $100 worth of Magic Materials that students keep)	$160.00	
Drones Club (Weekly October - March)	$100.00	
Middle School Boys Basketball Team	$150.00	
Middle School Girls Basketball Team	$150.00	
Middle School Volleyball Team	$150.00	
Middle School Cross Country	$125.00	
Middle School Cheer Team	new $250.00	
	returning $150.00	
Other extra-curricular activities or courses as approved by the Board of Trustees		

Revised & Approved Annually
Last Revised & Approved: 04/13
Last Revised & Approved: 04/14
Last Revised & Approved: 04/15
Last Revised & Approved: 04/16
Last Revised & Approved: 04/17
Last Revised & Approved: 04/18
Last Revised & Approved: 04/19
Last Revised & Approved: 04/20

3505 IN-SCHOOL TRANSFER

Children who are currently enrolled within the school who wish to change the grade for which they are enrolled will be considered on an individual basis by the school administration and/or the Board of Trustees. Upon approval, the child will be placed on the In-School Transfer Wait-List for the appropriate grade. The child will be moved into the requested grade as space becomes available.

If circumstances change and it becomes necessary to place the same student into another grade, the student will once again be considered on an individual basis by the school administration and/or the Board of Trustees. Upon approval, the same student will be placed on the In-School Transfer Wait-List for the appropriate grade. The child will be moved into the appropriate grade as space becomes available.

However, if circumstances change again and it becomes necessary to place the same student into another grade, the student will once again be considered on an individual basis by the school administration and/or the Board of Trustees. Upon approval, the same student will be placed at the BOTTOM of the Sibling Wait-List for the appropriate grade. The child will be moved into the desired grade as space becomes available.

Approved: 05/07

3506 WITHDRAWAL POLICY

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

Definitions: Membership means a student is on the current roll of Mountainville Academy. A student is a member of a class or school from the date of entrance at the school until official removal from the class or school due to the student having left the school.
Withdrawn means a student has been officially removed from the school's rolls and is no longer counted in the student membership.

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

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

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

Upon the withdrawal of a student from Mountainville Academy, the school may immediately enroll a new student from its list of applicants.

Withdrawal Checklist: Upon the withdrawal of a student from Mountainville Academy, a Withdrawal Checklist Form may be filled out by a designated member of the office staff and signed by the parent/guardian to ensure that all school materials are returned and outstanding fees are settled, and that the parent/guardian has the same opportunity to collect

their student's personal belongings and reimbursable fees. Parents/guardians will also be afforded the opportunity to provide MA with input regarding the school through completion of an exit survey.

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

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

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

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

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

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

Approved: 02/07
Revised: 09/08

4000 SCHOOL FACILITIES

4100 Physical Facilities

4101 CONFINED SPACE

A “confined space” is defined as an area that:

- Is large enough for an employee to bodily enter and perform work
- Has limited or restricted means of entry or exit
- Is not designed for continuous human occupancy
- Has the potential to contain any other recognized serious safety or health hazards

Safety controls have been established for any work in an area that fits this description. Signs identifying such areas as a “hazard area” and advising “NO UNAUTHORIZED ENTRY” should be placed at all entrances to the area. Safety controls that affect any school personnel include, but are not limited to:

- No person should enter the space without notifying an assistant in a secured area of his or her intended work assignment and location.
- A communication system should be established between the person entering the space and the assistant.
- Ventilation should be checked to insure that a sufficient amount of air is moving through the area, the quality and quantity of the air is known, and the air direction and hazards from a possible contamination are discussed. Entry should always be made with the air movement at the persons back.
- Personal protective equipment such as respirators, kneepads, safety glasses, hard hats and protective clothing should be used as needed.
- The workers should be equipped with a battery operated backup light and be physically fit and competent for work in a restrictive environment.
- If any physical or health hazards are discovered, a confined space permit is required and all activities proceed under the instructions and direction of the permit.

Approved: 08/06

4102 ELEVATOR USE

The elevator is provided for use by individuals who need assistance in moving between the floors of the school. Additionally, teachers and school administration may use the elevator at all times. The elevator is not to be used for regular student traffic.

Students are allowed to use the elevator for the following reasons only: 1) medical reasons approved by the school nurse, and 2) under the direction of a teacher or administrator to retrieve or deliver school supplies which necessitate using the elevator. Students must have an elevator pass to ride the elevator; elevator passes can be obtained in the school office. Abuse of elevator privileges may result in permanent revocation of such privileges.

The elevator is never to be used during a fire alarm. During a fire alarm, persons on the second floor requiring assistance should report to the lecture hall and remain there until given further instructions by the Fire Department or other authorized personnel.

Approved: 08/07

4103 FACILITIES INNER CAMPUS VEHICLE ACCESS

Purpose:

To ensure safety of students, staff, and visitors, and preservation of the facility grounds while providing for vehicle access for emergency, maintenance, and specific needs.

Definitions:

Inner campus means all areas of the Mountainville Academy campus that are gated, or that are not gated and not driveways, roads, or areas designated as vehicle parking.

Pathways means those areas of the Mountainville Academy campus with concrete or paved ground surfaces other than driveways, roads or areas designated as vehicle parking and are intended for pedestrian use.

Trafficable means only those areas with pathways that are large enough for vehicle use. All other areas are considered green areas.

Vehicle means specifically all vehicles designated for road use, including but not limited to, cars, trucks, and motorcycles; construction machinery, including but not limited to, tractors, bulldozers, lifts, and bobcats; and all personal transportation devices, including but not limited to, bicycles, scooters, skates of all kinds, and skateboards, whether human-propelled or propelled by other means of power. Vehicle may also mean, at the discretion of Mountainville Academy, any apparatus or machinery with wheels, runners, tracks or the like, used to transport persons, goods, and/or services, whether human-propelled or propelled by other means of power.

Legitimate use means use involving vehicles containing tools, equipment, or supplies where it would be unreasonable to expect the driver/tradesperson to carry such goods; vehicles engaged in emergency or necessary repairs; and emergency response vehicles (fire, police, and ambulance).

Policy:

The primary purpose of inner campus areas is to provide safe pedestrian access through the school grounds, play and recreation areas for students, and aesthetic grounds landscaping; accordingly, vehicle access to these areas is restricted.

The operation of bicycles, scooters, skateboards, roller skates, in-line skates, motorized scooters, mopeds and all other similar personal transportation apparatus creates unsafe conditions for both pedestrians and road vehicles, and is prohibited at all times on the campus. These means of transportation may be "walked" on any campus pathway and parked or stored in designated racks and lockers only. Necessary assistive devices, such as wheelchairs or other apparatus used by persons with disabilities, may be operated at all times but shall be limited to travel at an average walking speed (3 mph).

Other vehicles shall not be permitted in inner campus areas unless they are legitimately necessary and authorized appropriately. Except in instances of immediate emergency response access, vehicles needing to enter inner campus areas for legitimate use must adhere to the following regulations:

- Vehicle access to inner campus areas is restricted to those with the express permission of Mountainville Academy. All such vehicles shall display an inner campus permit in a visually prominent place.
- Vehicle access shall be limited to those times when no pedestrian traffic is present. Should legitimate emergency access be required during times of pedestrian use, any and all necessary precautions to ensure the safety of pedestrians shall be provided, including but not limited to, protective barriers, restricted pedestrian access, or alternate pedestrian routes.
- Pedestrians shall have right of way at all times.
- Vehicles shall be limited to travel at an average walking speed (3 mph) and have hazard lights flashing.
- Vehicles that exceed the width of, or cannot be contained to trafficable areas are not permitted.
- Vehicles and loads of excessive weight or that may otherwise be reasonably determined to potentially damage pathways and/or curbing are not permitted. All vehicle operators shall take full responsibility for any damage to pathways, curbing, and landscaping resulting from use.
- No green areas shall be considered trafficable. If there is a legitimate need for a vehicle to deviate from a trafficable area then prior authorization to do so must be received from Mountainville Academy for each occurrence.
- Vehicles shall not obstruct roads, driveways, and escape routes from buildings, or fire hydrants and other fire protection equipment.
- Vehicles shall not drive directly on or rest on drains or grate systems.
- Vehicles left unattended shall be secured to prevent access by children or other unauthorized individuals.
- Vehicles shall not be left in inner campus areas overnight, unless it is necessary and prior authorization has been received.
- All vehicle operators shall be appropriately licensed as applicable to operate their vehicle.
- Supervisors shall be responsible for ensuring that their staff and contractors are made aware of inner campus policy and shall be required to monitor compliance; supervisors shall be responsible for their staff, contractors and equipment.
- Staff, contractors, and other vehicle operators not in compliance with this policy may be subject to disciplinary action, responsible for costs of replacement or repair of damages, and/or denied further access authority.
- Vehicles in violation of this policy may be subject to towing. Mountainville Academy is not responsible for costs or expenses incurred through non-compliance with this policy.

Special Events:

During special events of the school, the north inner campus area may be opened to provide additional parking. For the duration of the special event it has been opened for, this area is designated as vehicle parking and is not subject to inner campus area restrictions.

Application for and approval of vehicle access to the inner campus:

The application for and approval of vehicle access to inner campus areas shall be in accordance with the terms, conditions, and limitations as set forth in the policy and regulations established by the Mountainville Academy Board of Trustees and administered by the School Leader.
Procedures:

- An application for a permit to access inner campus areas with a vehicle shall be submitted in advance to the School Leader. The School Leader may waive the requirement for an application on rare occasions when circumstances of an unexpected nature arise.
- The School Leader shall review an application or request, determine the legitimacy for vehicle access, and ensure compliance with policy.
- The School Leader shall refuse a permit when the vehicle access is not legitimate, or is otherwise non-compliant with this policy, or the vehicle access conflicts with another scheduled activity, or the vehicle access is otherwise inadvisable or unsafe.
- Upon approval, a permit shall be granted. When obtaining a permit, operators shall sign a statement in acknowledgment that he/she has read the policy, will ensure that the policy will be adhered to, and will accept responsibility for any damage resulting from the permitted use. The permit shall specify the effective date(s) and, if necessary, the purpose and time limit. The school reserves the right to revoke a permit at any time.

Approved: 02/08
Revised: 02/11

4104 FACILITIES USAGE

See 3104 under “Parent & Community Involvement”

4105 STORAGE AND HOUSEKEEPING

Mountainville Academy aims to provide a clean, organized, and healthy environment where its students may learn and study. All classrooms, closets, and storage areas are to be maintained in a condition that is acceptable to the School Leader, the Health Department, and local emergency authority. No combustible or heavy materials are to be stored on any cabinet or shelf in such a way as to present a hazard for fire or from falling into a working area. All combustibles are to be stored at least 24" from the ceiling according to fire code and all heavy materials must be restrained against falling. All teachers, administrative staff members, and custodians are responsible for checking personal work areas daily and maintaining them in a safe and healthy manner.

All areas of the school are to be maintained at or above the minimum standards and codes set forth by OSHA, NFPA, the Health Department, the Utah Administrative Code, and any other authorities with jurisdiction.

All materials must be stored according to their like or similar properties. No combustibles shall be allowed to accumulate around sources of ignition, and never in electrical rooms, boiler rooms, mechanical rooms, or exit passage ways. Individual work rooms and areas shall at least meet the minimum standard established by the School Leader, the State Board of Education, and work force as a group.

Approved: 08/06
Revised: 02/11

4200 Security

4201 BUILDING SECURITY

The Mountainville Academy school doors are open each morning for student arrival fifteen minutes before the start of the school day. All doors except the main front doors near the office are locked within thirty minutes after school starts and remain locked throughout the school day. These doors are equipped with panic bars which allow an easy exit during an emergency, but prohibit entry from the outside. During school hours, all visitors must enter through the main doors of the school and report to the front office.

All Mountainville Academy staff are required to wear a photo ID badge while on school property or in the care of students. This ID badge contains the staff member's name and position, school logo, and a current photo. The badge must be visible at all times as established by administrative procedure.

Parents and school visitors are required to sign in at the front office to receive a visitor badge. Adults not displaying the proper ID will be escorted to the front office immediately. Teachers and staff shall not allow any visitors into a classroom without a badge from the front office.

In the event of an emergency event such as an intruder, evacuation or lockdown, the school will follow established procedures. For the safety of our students, these procedures will not be made available to the public. Emergency procedures will be reviewed with staff and reevaluated on an annual basis by administration. Procedures will be practiced at least as frequently as required by state law.

Approved: 08/06
Revised: 05/07
Revised: 08/07
Revised: 12/08
Revised: 03/13

Administrative Rule:

ID Badges shall be worn at or above the waist.

4202 KEY POLICY (6411)

This policy is to ensure that Mountainville Academy facilities and property are only accessed for authorized purposes, ensuring health and safety while at the same time providing an open, safe, comfortable and efficiently run environment that contributes to meeting the teaching objectives of the School. Within this Key Policy, "key" or "keys" will mean: keys; key cards; access codes; passwords; any physical device, piece of information or process used to gain access to all or any part of the school; and any combination of these.

GUIDELINES

1. The School Leader shall provide specific guidelines to all school personnel concerning keys, and non-school time access procedures.
2. The School Leader shall designate an employee as Key Manager who shall maintain an inventory of all keys together with a record of school personnel to whom each key is issued, and maintain secure storage of master keys, duplicate keys and unassigned keys.
3. The School Leader and the Board of Trustees shall have authority to approve key requests. In general, the Board of Trustees will approve requests for Board members and the School Leader will approve requests for faculty, staff and others.
4. The Key Manager shall fulfill and record approved key requests. Upon request, the Key Manager will provide any key being stored to the School Leader or Board of Trustees.
5. The master key to school's exterior doors shall only be assigned by the approval of the Board of Trustees.
6. School personnel are issued keys for access to the building and parts thereof to facilitate their work at the school. Any other use of the building must be approved as outlined in the school's Facilities Use Policy.
7. In no instance will school personnel loan, duplicate, re-assign, or transfer their keys, other than to the Key Manager, School Leader, or Board of Trustees member.
8. Keys will be returned to the Key Manager upon request, or at the end of employment or assignment that requires keys.
9. The installation of new locks, or the re-keying of existing locks, must have prior approval of the School Leader, and must either: be keyed to allow access by an existing school master key; or have a duplicate of the key provided to the Key Manager for secure storage.
10. School personnel shall not use their keys to grant access to any part of the school to any person that does not have authorized keys to that part of the school, unless the person is accompanying and is being supervised by the school personnel.
11. Access to school building and grounds outside of designated school hours shall be limited to personnel whose work requires it or for activities that have been approved by the School Leader or Board of Trustees.
12. It shall be the responsibility of school personnel to secure the facility if they are accessing it outside of designated business hours. At no time shall students be allowed in the school building or part thereof without approved supervision.

Note: during public and school holidays the School Leader may restrict some access as required.

LOST/TEMPORARY KEYS

Lost keys/cards shall be reported immediately to the Key Manager and the School Leader. For any additional keys a Key Request Form must be filled out and signed by both the employee and the School Leader. Temporary keys can be issued for one-time use (through the Key Manager) for classroom assistance, or in cases where a key has become temporarily unavailable (for example, left at home). These must be returned within the agreed time-frame or a fee of $50 will be issued. If a key is not located and/or returned with 7 days it will be deemed lost and a fee for re-keying or replacing those locks affected up to and including the entire facility will be issued.

Approved: 08/07
Revised: 02/11

5000 FINANCIAL MANAGEMENT

5100 General Finances

5101 FISCAL POLICIES

Fiduciary Members: Fiduciary members or authorized signatories for Mountainville Academy are the Chair of the Board of Trustees, the School Leader, and the Treasurer of the Board of Trustees. In the event that one of these members cannot fulfill his/her duties, the Vice Chair of the Board of Trustees shall have fiduciary responsibilities.

Asset: An asset is defined as physical property which individual or collective value is in excess of $1000 and has a durable life in excess of 12 months. For example, although a single student chair is only valued at $20 each, the collective value of all student chairs is over $13,000. Thus, student chairs are an asset. Conversely, the cost of a year's supply of butcher paper is over $1000. Even so, it does not have a durable life in excess of 12 months. Therefore, this would not count as an asset.

Purchasing: Purchases under $1000 require no bid process and may be purchased as an expense with approval from one fiduciary member.

Any purchasing of construction will follow the process outlined in state code including, if required, a post for advertisement of bids on the school website; or on a state website managed by the Division of Purchasing.

Asset purchases between $1000 and $50,000 require an informal bid process, using at least three different vendors. Documentation of the bid process must be maintained. The exception to this requirement is if the purchase is through a state approved vendor. These purchases require approval from the Board of Trustees. Typically, these expenses are included in the annual budget approved by the Board of Trustees. Non-asset/service purchases between $1000 and $50,000 do not require a bid process if only one service provider exists (i.e. Core Knowledge Foundation) or there is only one service provider in a reasonable geographic area (i.e. Squire and Co.). If multiple companies provide the same service an informal bid process is required. Documentation of the process must be maintained. If no bid process is required a statement to the fact should be included with the invoice. These purchases require approval from the Board of Trustees. Typically, these expenses are included in the annual budget approved by the Board of Trustees.

All purchases over $50,000 regardless of the nature must have a formal bid process and require Board of Trustee approval. A justification for these purchases should be made both in writing and verbally to the Board of Trustees a minimum of 30 days prior to purchase. These purchases should be included in the approved annual budget.

Check Writing: Checks under $2000 may be signed by one fiduciary. Checks over $2000 must have two signatures.

Budgets: A planning budget will be presented in April. The annual operations budget will be submitted for adoption to the Board of Trustees before June 30th each year. An operational budget based on the July Allotment Memo will be presented to the Board of

Trustees at the 3rd quarter Board Meeting. Monthly operational budgets, with actual from previous months, will be presented at the monthly Board meetings.

Financial Reporting: An independent auditing company will complete all required financial reporting and may include the AFR, APR, Fall Enrollment Count, Year-end S3 and IRS form 990. The Business Manager will work closely with the auditing company to insure all information required is provided.

Compliance: MA will comply will all federal and state mandated financial policies. All financial policies and procedures will be in accordance with the state approved charter and Mountainville Academy By-Laws.

Donations: Donations may be requested from local sources such as businesses, student families, and corporate partnerships. Donations may be restricted by the donor. Unrestricted donations may be dispersed at the discretion of school administration.

Asset donations become property of the school. Restricted donations will be used in accordance with the restriction, but also become property of the school.

Purchase Orders: All purchase orders must be approved by the School Leader. Purchasing guidelines must be followed before a PO will be issued. PO numbers are assigned in a 7 digit format; xx-xx-xxx. The first two digits are reserved for the fiscal year in which the purchase will be assigned to. The next two digits are for the month the PO is assigned. The final three numbers are unique to the purchase. All purchase orders are assigned to the school and not to an individual.

Reimbursement: Before purchasing any item, approval must be given by a fiduciary. After a purchase is made, a reimbursement form must be completed and returned with appropriate documentation to the Business Manager.

Annually a budget is given to the teachers in order to purchase required classroom supplies. Any amount spent outside of the budgeted amount must receive prior written approval from a fiduciary or that dollar amount will not be reimbursed.

Approved: 08/06
Revised: 02/11
Revised: 10/14
Revised: 3/18

5102 CASH RECEIPTS POLICY

Purpose:

To establish MA policy and procedure for the handling of all cash receipts, to include currency, coin, checks, ACH transactions, and credit card transactions. These policies should mitigate theft, fraud, carelessness, and human error.

Scope:

This policy applies to all MA administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf MA. The scope includes all activities at the school and in all locations where MA activities and public funds are collected.

Segregation of Duties:

Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to limited staffing, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.

Definition:

"Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including MA. [Utah Code 51-7-3(26)].

Policy and Procedures:

1. MA will comply with all applicable state and federal laws.
2. All receipting of funds at the school should be done at the front office through the financial secretaries. No receipting should take place in the classroom or in unapproved off-site locations. Employees shall instruct payers to take all cash, checks, credit card transactions to the front office for receipt.
3. All funds (cash, checks, credit card payments, school lunch funds, etc.) received must be logged and recorded in the school's accounting records. A MA employee independent of the cash receipting process shall verify that the daily receipt or register detail reconciles to the validated deposit slip. Passwords should be established on the accounting system computers and changed periodically.
4. All funds shall be kept in a secure location controlled by the front office until they are deposited in a school-approved fiduciary institution. Funds should be deposited within three days after receipt, in compliance with Utah Code 51-4-2(2)(a), in a school-approved account. Cash receipts should not be taken home by employees or volunteers, or left in classrooms.
5. Provisions should be made for cash receipting/collection at approved off-site activities or functions. Cash count sheets will be used for cash receipts at school-sponsored activities after hours or off-site. These sheets will be completed by two individuals, signed by a member of school administration on the day of the collection, and retained for verification in the daily receipt or register detail.

6. All checks are to be made payable to MA. Checks are not to be made payable to an employee, a specific department, or a program.
7. MA employees and volunteers associated with school-sponsored activities should not open bank accounts, outside of the control of MA, for the receipting or expending of public funds associated with school-sponsored activities.
8. Mail should be opened by an individual independent of the cash receipt process, and funds received should be documented on a cash receipts log.
9. Appropriate internal controls and segregation of duties should be implemented for all cash activity. These may include tickets, deposit slips, cash tally sheets, receipt registers, cash reconciliations, reports, etc. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
10. Documents should be available, and should demonstrate that proper cash controls are in place (deposit log, reconciliations, etc.).
11. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).
12. Periodic reviews should be performed for all cash activity. Bank reconciliations should be performed monthly on all school-approved accounts. Bank statements and reconciliations should be approved monthly by a board member and school administration during the finance committee meeting.
13. All activities involving cash must be supervised by a MA employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.
14. Detailed activity budget vs. actual statements should be reviewed by program directors, coaches, teachers, etc. on a quarterly basis for accuracy and reasonableness.
15. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule R277-407.

Approved: 09/13

5103 CASH DISBURSEMENT AND PROCUREMENT POLICY

Purpose:

To establish policy and procedure governing the initiation, authorization, and review of all expenditures of MA.

Scope:

These policies, guidelines, and procedures are applicable without exception to all funds owned or administered by MA. All expenditures of MA are to be consistent with applicable state and federal laws and regulations; any restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent management practices. In addition, all expenditures must be reasonable and necessary for carrying out the programs and activities of MA, and are to be documented in a way which clearly substantiates such reasonableness and necessity. This policy applies to all MA administration, licensed educators, staff, students, organizations, and individuals that initiate, authorize, or process cash disbursements on behalf of MA. The scope includes all activities at MA and in all locations where MA activities and public funds are expended.

It is expected that in all dealings, MA employees will act in an ethical manner that is consistent with MA's code of ethics, the Utah Educators' Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

Segregation of Duties:

Wherever possible, duties such as custody of purchase cards and blank checks, initiating expenditures, approving expenditures, maintaining documentation, issuing checks and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to small size and limited staffing, compensating controls such as management supervision and review of cash disbursement records by independent parties should be implemented.

Definitions:

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including MA [Utah Code 51-7-3(26)].
2. "Small purchase" is the procurement of goods or services for which the total cost is less than $50,000 and the total individual procurement items cost less than $1,000, professional services (including architectural or engineering) costing less than $100,001, and small construction projects costing less than $80,000 (Utah Code 63G-6a-408, 53A-20-101, Administrative Code R33-3).

General Policies:

1. All checks or check stock, credit/purchase cards, access to bank accounts and statements, etc. shall be secured and controlled by the accounting/front office with limited access.
2. All disbursing of funds at the school should be done through the accounting/front office.

3. Expenditure transactions must be approved by an individual having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The school shall designate employees by title or job descriptions who are authorized to approve various dollar amount levels of disbursements and instructed never to sign blank checks).
4. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc. shall be recorded in MA's accounting records.
5. Passwords should be established on user access to the accounting system and changed periodically.
6. Checks should be made payable to specified payees and never to "cash" or "bearer."
7. All disbursement activity should be substantiated by supporting documents. Documents should be available, and should demonstrate that proper disbursement controls are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, reconciliations, etc.).
    a. Quotes shall contain the following information:
        i. Date received or dates that the quoted price is valid, delivery date
        ii. Company name, address, salesperson
        iii. Each item, description or specifications, unit, total price, and quantity listed
        iv. Shipping and freight charges
8. Salesperson and contact information
        i. Vendor, MA employee name and position
    b. Quotes may be obtained and documented by printing pages from a website; however, all of the quote elements must be documented. Better prices are usually obtained by contacting vendors directly. Telephone quotes must be documented and include all quote elements. Written quotes should be requested on vendor's letterhead.
9. Bank and credit card statements should be reviewed and accounts reconciled in a timely manner. Activity accounts should be reviewed quarterly by the custodian of the activity.
10. The school must comply with applicable MA and state purchasing laws.
11. Expenditures will follow the guidelines outlined in the State Procurement Code (Utah Code 63G-6a) and federal purchasing laws.
12. Contracts must follow guidelines outlined in the State Procurement Code, specifically regarding the length of multi-year contracts [Utah Code 63G-6a-1204(7)].
13. Construction and improvements must comply with the provisions of the State Procurement Code (Utah Code 63G-6a), Utah Code concerning school construction (Utah Code 53-A-20), the Utah State School Board Administrative Rules, and Title IX.
14. Exclusive contracts must comply with the guidelines outlined in the State Procurement Code (Utah Code 63G-6a), MA's procurement policy, and the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).

15. Purchases of goods or services with MA funds for personal use or personal gain are strictly prohibited; see the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).
16. Multi-year contracts must comply with Utah Code 63G-6a-1204.

MA Procurement Thresholds:

MA's procurement policy shall be followed for all qualifying purchases of goods or services. The procurement policy includes:

1. Small Purchases
    (1) The "individual procurement threshold" for MA is $1,000. This is the maximum amount that MA can expend to obtain a single item/service from one vendor at one time without requiring competitive purchasing (Utah Code 63G-6a-408, Administrative Code R33-3).
    (2) The "single procurement aggregate threshold" for MA is $5,000. This is the maximum amount that MA can expend to obtain any combination of individual procurement items/services costing less than $1,001from one vendor at one time up to $5,000 (Utah Code 63G-6a-408).
    (3) The "annual cumulative threshold" for MA is $50,000. This is the maximum total annual amount that MA can expend to obtain individual procurement item(s) costing less than $1,001 purchased from the same vendor during the fiscal year (July 1 – June 30) not to exceed $50,000. If a purchase exceeds $50,000, it is not considered a small purchase and shall be processed through a bidding process or a request for proposal (RFP) process (Utah Code 63G-6a-408 and Administrative Code R33-3).
    (4) Professional services, such as architectural, engineering, accounting, legal, or consulting services less than $100,001 shall be acquired using a competitive bidding or RFP process, or by selecting a provider from an approved potential vendor list created using an invitation for bids or an RFP under provisions in Utah Code 63G-6a-403 and 404.
    (5) Small construction projects:
        i. Costing less than $25,001 may be procured by direct award without seeking competitive bids or quotes after documenting that all applicable building code approvals, licensing requirements, permitting and other construction related requirements are met.
        ii. Costing between $25,001 and $80,000 may be procured by obtaining a minimum of two (2) competitive bids or quotes that include minimum specifications and be awarded to the contractor with the lowest bid or quote that meets the specification after documenting that the requirements are met from (a) above.
        iii. Costing more than $80,000 are not considered small construction projects and must follow the requirements outlined in Utah Code 53A-20.

2. Reoccurring Purchase Over Annual Cumulative Threshold

(1) If purchases from the same vendor are ongoing, continuous, and regularly scheduled, and exceed the annual cumulative threshold of $50,000 during the fiscal year, a contract shall be utilized if feasible [Utah Code 63G-6a-408(6)].

3. Artificially dividing a purchase:
   (1) Utah Code 63G-6a-408 makes it unlawful to intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two or more invoices or purchase orders, or to make smaller purchases over a period of time.
      i. This means that intentionally splitting a purchase of similar items that would typically be purchased at the same time from the same vendor to avoid requiring competitive quotes is unlawful (.e.g., uniforms, club or athletic equipment, textbook orders, etc.). This includes dividing the purchases or invoices over a short period of time, or making separate purchases over a period of time. Purchase splitting often occurs when making purchases on a purchase card. Employees should not split invoices to stay under daily purchase limits on purchase cards or the established purchasing thresholds.
      ii. It may be determined after an order is placed or received that a large enough quantity was not ordered, or the correct sizes were not obtained, and that additional items must be ordered. If this occurs, the employee initiating the purchase must include a written explanation of the purpose of the purchase and justification as to why it is not considered splitting a purchase. This should be retained with the vendor invoice.
      iii. Penalties for violating this statute are outlined in Utah Code 63G-6a-2305 and 2306. Penalties range from a class B misdemeanor to a second degree felony, depending on the total value of the divided procurements.
4. Hospitality Gifts, Gratuities, Kickbacks, or Position and Influence:
   (1) "Contract administrator" means a person who administers a current contract, on behalf of MA, including making payments relating to the contract, ensuring compliance with the contract, auditing a contractor in relation to the contract, or enforcing the contract (Utah Code 63G-6a-2304.5).
   (2) "Interested person" is a person interested in any way in the sale of a procurement item or insurance to MA (Utah Code 63G-6a-2304.5).
   (3) "Procurement participant" means a person involved in:
      i. Administering, conducting, or making decisions regarding a standard procurement process.
      ii. Making a recommendation regarding award of a contract or regarding a decision to obtain a procurement item for a particular person.
      iii. Evaluating a quote, bid, or response.

iv. Awarding a contract or otherwise making a decision to obtain a procurement item from a particular person (Utah Code 63G-6a-2304.5).

(4) Hospitality Gift: "Hospitality gift" means a promotional or hospitality item, including, a pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer.This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging (Utah Code 63G-6a-2304.5).

i. Utah Code 63G-6a-2304.5 states that the total value of all hospitality gifts given, offered or promised to, or received or accepted by, the "procurement participant" or "contract administrator" in relation to a particular procurement or contract must be less than $10; the total value of all hospitality gifts given, offered or promised to, or received or accepted by, the "procurement participant" or "contract administrator" from any one person, vendor, bidder, responder, or contractor in a fiscal year must be than $50.

ii. Any hospitality gift exceeding the $10 and $50 threshold is considered a gratuity, and the provisions below apply.

(5) Gratuities: "Gratuity" means anything of value, including money, a loan at an interest rate below the market value or with terms that are more advantageous to the person receiving the loan than terms offered generally on the market, an award, employment, admission to an event, a meal, lodging, travel, or entertainment for which a charge is normally made (Utah Code 63G-6a-2304.5).

i. Utah Code 63G-6a-2304.5 makes it unlawful:

ii. For an "interested person" to give, offer, or promise to give a gratuity to a "procurement participant" or an individual the person knows is a family member of the procurement participant.

iii. For a "procurement participant" to ask, receive, offer to receive, accept, or ask for a promise to receive a gratuity from an "interested person."

iv. For a contractor to give a gratuity to a "contract administrator" of the contractor's contract or an individual the contractor knows is a family member of a "contract administrator" of the contractor's contract.

v. For a "contract administrator" of a contract to ask, receive, offer to receive, accept, or ask for a promise to receive, for the "contract administrator" or a family member of a "contract administrator," a gratuity from a contractor for that contract.

vi. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. MA will adhere to these penalties and report violations to the attorney general's office, as required by statute.

1. Interested person and contractors: penalties range from a class B misdemeanor to a second degree felony.
2. Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second

degree felony and make employees subject to disciplinary action up to and including dismissal from employment.

(6) Kickback: "Kickback" means a gratuity given in exchange for favorable treatment in a pending procurement or the administration of a contract (Utah Code 63G-6a-2304.5).

Utah Code 63G-6a-2304.5 makes it unlawful:

i. For a person to give, offer, or promise to give a "kickback" to a "procurement participant" or to another person for the benefit of a "procurement participant."
    1. For a "procurement participant" to ask, receive, offer to receive, accept or ask for a promise to receive a kickback for the "procurement participant" or for another person.
    2. For person to give a kickback to a "contract administrator," or to another person for the benefit of a "contract administrator."
    3. For a "contract administrator" to ask, receive, offer to receive, accept or ask for a promise to receive a kickback for the "contract administrator" or for another person.

ii. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. MA will adhere to these penalties and report violations to the attorney general's office, as required by statute.
    1. Person and contractors: penalties range from a class B misdemeanor to a second degree felony.
    2. Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.

5. Position or Influence - Utah Code 63G-6a-2304.5 makes it unlawful for a "procurement participant" to use the "procurement participant's" position or influence to obtain a personal benefit for the "procurement participant," or for a family member of the "procurement participant," from an "interested person."
    i. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. MA will adhere to these penalties and report violations to the attorney general's office, as required by statute.
    ii. Interested person: penalties range from a class B misdemeanor to a second degree felony.
    iii. Procurement participant: penalties range from a class B misdemeanor to a second degree felony and subject to disciplinary action up to and including dismissal from employment.

<u>Cash Disbursements:</u>

1. General Procedures
    a. MA's tax exempt status number should only be used in conformity with the Utah State Tax Commission's guidelines.
    b. MA has designated State Procurement Code as its purchasing policy.

c. If an outside entity reimburses employee expenses (meals, travel, etc.), these expenses should not be submitted to MA for reimbursement.
d. No disbursing of funds is to be done in other offices or at unapproved off-site activities or functions.
e. Purchases of goods or services for personal use or personal benefit of any amount are strictly prohibited.
f. Any purchases should be equitable for both male and female students and comply with Title IX.

2. Procurement Decision Tree

How does an employee initiate a purchase?

a. Is the purchase available from a state agency or a state cooperative contract? If so, you are encouraged to purchase the item from the agency or state contract. If not, follow the decision chart below.
b. If the total purchase is between:
    i. $0-$1,000

    The purchaser may select the best source without seeking competitive quotes. The signature of the requestor and immediate supervisor (or authorized business officer for department or administration) are required on the purchase order or check request form. If the purchase is made using a MA credit/purchase card, the employee should follow the credit/purchase card policy below.

    ii. $1,001-$5,000

    The purchaser shall obtain at least two (2) competitive quotes and purchase item/service from supplier offering the lowest quote. Quotes must be attached to the purchase documentation and maintained as part of MA's records. The signature of requestor, immediate supervisor (or authorized business officer for the department), and business administrator are required on the purchase order or check request form.

    iii. $5,001-$10,000

    The purchaser shall obtain at least two (2) competitive quotes and purchase item/service from supplier offering the lowest quote meeting specifications. Quotes must be attached to the purchase documentation and maintained as part of MA's records. The signature of requestor, immediate supervisor (or authorized business officer for the department), and business administrator are required on the purchase order or check request form.

    iv. $10,001-$50,000

    The purchaser shall obtain at least two (2) competitive quotes and purchase item/service from supplier offering the lowest quote meeting specifications. Quotes must be attached to the purchase documentation and maintained as part of MA's records. Completed bids and an approved purchase order shall be sent to MA purchasing

for initiation and purchase. The signature of requestor, immediate supervisor (or authorized business officer for the department), and business administrator for MA are required on the purchase order or check request form.

v. Greater than $50,001
MA shall enter into a competitive bid process or RFP in compliance with Utah Code 63G-6a sections 601-612 and 701-711, or use an approved vendor list with an invitation for bids or an RFP in compliance with Utah Code 63G-6a-403 and 404. The bid or RFP process shall be managed by MA purchasing. If a bid process is utilized, select the lowest responsive and responsible bidder that meets the objective criteria described in the invitation to bid. If an RFP process is utilized, select the responsive and responsible offeror with the highest total score. Supporting documents must be retained and maintained as part of MA's records. The signature of requestor, immediate supervisor (or authorized business officer for the department), business administrator, and superintendent of MA are required for final approval. If the purchase is greater than $99,999, the signature of the board of trustees is also required for final approval.

vi. Less than $100,001 for professional services
When acquiring professional services such as accounting, legal, consulting, architectural, or engineering goods or services valued less than $100,001, MA shall follow the policy in section e. above.
    1. Small construction projects
        a. Costing less than $25,001 may be procured by direct award without seeking competitive bids or quotes after documenting that all applicable building code approvals, licensing requirements, permitting and other construction related requirements are met. The signature of the requestor, immediate supervisor (or authorized business officer for the department), business administrator, and superintendent of MA are required for final approval.
        b. Costing between $25,001 and $80,000 may be procured by obtaining a minimum of two (2) competitive bids or quotes that include minimum specifications and be awarded to the contractor with the lowest bid or quote that meets the specification after documenting that the requirements are met from (i). The signature of the business administrator and director of MA are required for final approval.
        c. Costing more than $80,000 are not considered small construction projects and must follow the

requirements outlined in Utah Code 53A-20, and the board shall advertise for bids at least 10 days before the bid due date. The signature of the business administrator, director, and the board of trustees are required for final approval.

vii. Greater than $100,000 for professional services

MA shall enter into a competitive bid process or RFP in compliance with Utah Code 63G-6a sections 601-612 and 701-711. The bid or RFP process shall be managed by MA purchasing. If a bid process is utilized, select the lowest responsive and responsible bidder that meets the objective criteria described in the invitation to bid. If an RFP process is utilized, select the responsive and responsible offeror with the highest total score. Supporting documents must be retained and maintained as part of MA's records. The signature of the business administrator, director, and MA's board of trustees are required for the invitation to bid or RFP.

3. Sole Source
    a. Sole source procurement shall only be used if a product or service is unique and can be easily proven as one of a kind, offered by only one vendor. If there is more than one potential bidder or offeror for a particular item, sole source does not apply. All sole source determinations must be completed through the MA purchasing department.
    b. All sole source requests estimated to be $50,000 and above must be posted for public comment, in accordance with Utah Code 63G-6a-802 and 406.
    c. Sole source justification should be documented according to Utah Code 63G-6a-802 and be approved by administration.
4. Purchase Cards
    a. All purchase cards shall be kept secured and controlled by the accounting/front office with limited access. PIN numbers should be kept secured.
    b. Card users shall follow MA and state purchasing policies and comply with the Utah State Tax Commission's guidelines regarding MA's tax exempt status number.
    c. Purchases exceeding $1,000 made using the purchase card should be pre-approved, using an expenditure authorization form, prior to making the purchase.
    d. If cards are assigned to specific employees, the card user shall retain all receipts for purchases made with public funds. The card user shall review and reconcile the card statement activity each month and attach all receipts to the card statement. The card user should sign their card statement certifying that all purchases have been made in accordance with MA and state policy.
    e. Administration (or designee) must review each card holder's statement, along with all receipts, for approval. Approval should be documented.
    f. An employee with oversight over the card user(s) should be responsible for providing authorization.

g. Individual expenditures made on purchase cards shall be recorded in MA's accounting records according to approved NCES chart of accounts. The issuance of a check or an electronic funds transfer to pay the monthly card statement balance shall be documented and approved by administration prior to issuance.
h. ATM transactions, cash advances, or personal use are strictly prohibited.
i. Violation of purchase card policy, including not retaining documentation of purchases or making personal purchases, may result in card cancellation, disciplinary action, or criminal prosecution.
j. Transaction, daily, or monthly limits will be established based on purchasing authority.
k. Administration or employees designated by MA will develop an internal review plan to periodically select purchase card statements to verify that MA policies and procedures are being followed, and that purchases are appropriate, documented, and coded to the proper funding sources.
l. If the card is lost or stolen, immediately contact the appropriate authority.

5. Reimbursement Requests
    a. Employees seeking reimbursement for MA expenditures made with employee funds must complete a reimbursement request form, which is signed by the requestor and approved by the employee's immediate supervisor. An administrator's or board employee's immediate supervisor may be the director or board chair.
    b. Supporting documentation, including detailed receipts and justification for departure from the standard purchase order process, is required. Authorization must be documented by the immediate supervisor.
6. MA Issuance of Checks
    a. All checks, check stock, access to bank accounts, and bank statements shall be kept secured and controlled by the accounting/front office with limited access. Password should be kept secured and changed periodically.
    b. An employee who does not have the ability to issue checks shall review the issued check and accompanying supporting documentation to ensure all policies and procedures are followed prior to signing the check
    c. Each disbursement shall be substantiated with supporting documentation, such as an invoice, receipts, quotes (according to the procurement policy above), reimbursement forms, contracts, travel forms, etc. All expenditures shall be recorded in MA's accounting records using the NCES chart of accounts, or under MAs roll-up process to convert to the NCES chart of accounts.
    d. Signature stamps should not be utilized, and blank checks or checks made payable to "cash" or "bearer" should never be signed.
    e. It may be necessary to void a check. If this occurs, the word "VOID" should be written on the check, and the actual check shall be retained.
7. Journal Entries/Electronic Fund Transfers
    a. All electronic fund transfers and journal entries shall be kept secured and controlled by the accounting/front office with limited access. Password should be kept secured and changed periodically.

b. Each journal entry or electronic fund transfer should be substantiated by supporting documentation.
c. Each journal entry or electronic fund transfer should be recorded in MA's accounting records.
d. Administration or an individual without cash disbursement duties shall document approval of journal entries or electronic fund transfers.
e. Periodically, MA's finance committee or designee should review and approve the journal entries and electronic fund transfers.

8. Review process
    a. Monthly, bank reconciliation(s) should be performed on all MA-approved accounts, including credit card transactions. If the bank reconciliation is completed by someone who has access to the accounting system and the bank accounts, it should be reviewed and approved by another person, such as the school leader or director, or a member of the finance committee or board.
    b. Monthly, administration should review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. MA's finance committee or MA management should ensure that monthly bank reconciliations and credit/purchase card statement reconciliations are occurring.
    c. Periodically, administration or designated members of management shall review cash disbursements to verify that all MA and State policies and procedures are being followed.

Approved: 09/13

5104 GENERAL FINANCIAL MANAGEMENT

In general, the Board and Administration of Mountainville Academy (or "MA") shall manage the financial affairs of MA based on the following Administrations: (1) comply with all applicable laws or bond covenants, (2) provide the best educational services to the students of MA consistent with MA's charter, and (3) get the most effective and cost efficient services possible in all areas at MA.

The MA Board understands that the school is a steward over the financial resources and assets entrusted to them by the state of Utah. The Board recognizes the need to abide by all applicable laws and regulations, including 53A-1a-508, including the following acknowledgements: (i) fiscal procedures will be consistent with generally accepted financial management standards; and (ii) neither the chartering entity nor the state, including an agency of the state, is liable for the debts or financial obligations of MA or persons or entities who operate MA, unless agreed to in writing with MA.

MA adheres to Generally Accepted Accounting Principles as constituted by the Financial Accounting Standards Board. MA also ensures that all applicable areas of the Utah Money Management Act are followed. Cash collected at MA is reconciled daily in the presence of two authorized individuals, sealed in tamperproof envelopes, and deposited daily, whenever practicable, but not later than three days or as otherwise required by applicable rules governing MA cash management.

In accordance with state law, MA, prior to June 30th of the each fiscal year, prepares an annual operating budget for the next fiscal year. The budget is designed so that MA priorities, as established by the Board, are met. All budgets and budget amendments are Board approved, being voted upon in a public meeting in accordance with the Utah Open and Public Meetings Act. Subject to appropriation limits with object codes and other restrictions, MA reserves the right to reallocate funds from one line item in the budget to another as prescribed by the Board if purchasing practices or conservation result in an expenditure different from the budgeted amount. The Board may choose to add undistributed reserves from MA operational budget to the following year and/or may reallocate them to the current fiscal year's budget, at its discretion. The budget and cash flow projections utilized by MA provide sufficient detail to enable reasonably accurate projections of revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trail documentation.

In addition, MA understands and complies with all applicable fiscal rules/regulations, including completion and submission of an annual financial audit of the current fiscal year conducted by an independent certified public accounting firm by November 30th of the following fiscal year, submission of October and December student counts in accordance to state mandated deadlines, Utah Money Management reports, wages and

benefits negotiation reports, Utah Transparency Act reports and updates, October 1st AFR and APR submissions, and any other regular enrollment and financial reports as required by the State Office of Education.

Purchases are authorized and carried out in accordance with the Cash Dispursement and Procurement, Cash Receipt and Fiscal Policies, adopted by the Board and the Utah Procurement Code.

MA utilizes a [fixed asset inventory system] that, in accordance with federal guidelines, tracks all of MA fixed assets. This inventory system is implemented in accordance with MA [Capitalization & Expense Policy]. MA has adopted procedures for the disposal of fixed assets to ensure proper reconciliation of inventory records at the end of the fiscal year. Regular inventory counts are performed, and the Board holds the administration, teachers, and custodial/maintenance staff responsible to inventory items assigned to their classroom, office, or role at MA.

All fiscal policies and procedures comply with MA conflict of interest policy.

MA assigns a representative to attend school finance and statistics training and all required finance training. MA will continue to take the measures necessary so that its representative(s) attend future trainings as announced or provided to ensure accounting and management of MA resources are in compliance with any revisions to rules and laws governing MA.

Minimum Reserve and Coverage Levels

MA will maintain minimum reserve and coverage levels that the Board determines are consistent with long-term financial health. The board treasurer, administration, business manager and accounting staff will regularly monitor the status of reserve and coverage ratios and report that information to the Board.

MA will ensure that it satisfies minimum reserve and coverage levels as required by law or applicable bond covenants.

MA will take reserve and coverage levels into consideration when making budgeting, financial planning, and other financial decisions, including decisions regarding major purchases.

Financial Forecasting and Budgeting

Throughout the fiscal year, the financial [manager], administration, business manager and accounting staff will meet regularly to discuss the budget, MA financial status, and any changes. The Board will be fully engaged in the budgetary process and informed of such issues on a regular, monthly basis.

The board treasurer, administrator, business manager and accounting staff will meet to prepare a tentative budget. MA's budgeting philosophy will be to conservatively project both revenues and expenses while achieving the level of accuracy required by state standards. The tentative budget will be circulated to the Board for further review and discussion. The tentative budget will be scheduled for discussion on a board meeting agenda, further discussed, and adopted at the annual board meeting.

As the October 1 count is finalized, and as MA receives new revenues, the Board will be updated on new figures. In order to account for these changes, the Board will approve revisions and amendments to the budget over the course of the fiscal year, as needed and appropriate.

Approved: 03/15

5105 RISK MANAGEMENT

As a nonprofit corporation and public school, MA shall actively seek to avoid unnecessary risks to the greatest extent possible. MA shall always maintain insurance at the highest amount that is either (a) required by law, (b) required by existing bond covenants, (c) is reasonable and customary for a Utah Charter School, or (d) is considered prudent by MA's board after consulting with qualified professionals. In the event any material risk is identified by MA's board or administration that is not covered by existing insurance, a qualified professional shall promptly be engaged to evaluate such risk and recommend the appropriate action.

The board will work with qualified professionals to recognize and avoid risks associated with its governance of MA. In particular, the board will be cognizant of financial risks that are addressed by the provisions above, compliance with applicable laws, including but not limited to the Utah Open and Public Meetings Act and the Government Records Access and Management Act. The Board will periodically review the policies that it has adopted to ensure that it has all necessary policies in place and that the policies that have been adopted comply with current law, adequately address issues at which they are aimed, and cover all areas requiring board guidance. The Board may periodically request that the Administration provide evidence that Board Policies are being complied with. In the event the board learns that policies are not being complied with, it will request the Administration to create a plan to remedy any deficiencies and establish procedures to ensure that the policies are complied with in the future.

The Administration is also directed to work with qualified professionals, including MA management company and loss control representatives of MA insurer, to recognize, manage and avoid risks associated with the operation of MA. In particular, the Administration will be cognizant of risks associated with human resources activities, student safety and security, facility matters, and state and federal legal compliance, including civil rights issues. The Administration will establish administrative procedures in order to address key issues pertaining to MA operations and will ensure that all MA employees and, to the extent necessary, students and parents, are aware of such procedures. The Administration will periodically review and revise administrative procedures in order to ensure that they adequately address the pertinent issues and are consistent with MA situation and needs.

Approved: 03/15

5106 DEBT AND DISCLOSURE (OR POST ISSUANCE COMPLIANCE)

Debt: MA will seek to avoid debt to the extent possible. MA's plan is to only assume debt as absolutely necessary or when the benefits of a purchase will, in the judgment of MA's board, benefit MA's students for the life of such debt. The Board recognizes that the ability to take on debt will be governed by the covenants of existing indebtedness and pending indebtedness. MA's accounting staff, administration and financial [manager] will be informed of the requirements affecting MA ability to incur debt. Any debt assumed by MA will therefore comply with applicable laws and any existing bond covenants.

As economical or in its best interests, MA will seek refunding opportunities to either lower its debt profile, meet bond covenants or other advantageous benefits realized through a restructure of its debt.

Disclosure: MA first issued tax exempt debt in 2008, and has been committed to complying with all disclosure and post issuance requirements on their debt since that date, and is proud of its record. MA remains committed to full compliance with such requirements on any debt that is MA's responsibility going forward.

Throughout the fiscal year, the financial [manager], administration, business manager and accounting staff will meet regularly to discuss how best to comply with all debt obligations using the most effective, efficient and honest methods available. The full Board will be updated at least once a year on the compliance with such requirements.

In the event of a material violation of any post issuance requirement, or allegation by any source of a material violation, the Board of MA will be informed in writing by the financial [manager], administration, business manager or accounting staff, and the Board shall meet promptly to discuss how best to deal with the material violation or alleged material violation.

Approved: 03/15

5107 ASSET DEPRECIATION/DISPOSAL

Assets

A fixed asset inventory list will be maintained by the business office to ensure compliance with 34 CFR 80.32.

Depreciation

All purchases of assets with an expected life of 3 years or more with an individual cost of $500 or more will be depreciated. A list of depreciable assets with an original purchase price net accumulated depreciation will be kept by the business office. Assets will be depreciated according to the following schedule:

- Office/Computer Equipment 3 to 5 years
- Furniture and Fixtures 5 years
- Leasehold Improvements 5-10 years
- Buildings 37-40 years

MA has adopted procedures for the disposal of fixed assets to ensure proper reconciliation of inventory records at the end of the fiscal year. Regular inventory counts are performed and the board holds the administration, teachers and custodial/maintenance staff responsible to inventory items assigned to their classroom, office or role at MA.

The board finance committee shall review all asset disposals and reconcile the budget accordingly.

Approved: 03/15

5108 CONTINUING DISCLOSURE POLICY AND PROCEDURES

1. **Purpose.** These Disclosure Procedures are designed to (a) ensure the completeness and accuracy of the federal securities disclosure made by Mountainville Academy (the "School") and the School's Governing Board of Trustees (the "Board") (including the Board's officers, and School's staff in the exercise of their official duties) compliance with all applicable federal and state securities laws in connection with issuance and disclosure undertakings relating to outstanding bonds issued on its behalf and annual financial information filings, and (b) promote best practices regarding disclosures disseminated to investors and the municipal securities markets by the School.

2. **Disclosure.** The controls and procedures set forth herein shall apply to all Disclosure disseminated or communicated by the School. "Disclosure" includes any information or communications reasonably likely to reach investors or the securities markets, such as preliminary and final official statements relating to bonds issued for the benefit of the School, filings made by the School with the Municipal Securities Rulemaking Board or the national repositories (whether required by contract or made voluntarily), press releases which could reasonably be construed as intended for the financial markets, investor calls, rating agency presentations and other communications, and certain postings on the School's website.

3. **Disclosure — Issuance of Bonds.**

a. *Responsibilities of the Board Chair*. The School's Board Chair or his or her designee (the "Oversight Officer") shall be responsible for overseeing the compilation of both the preliminary official statement ("POS") and the final Official Statement (individually referred to herein as an "Official Statement" and collectively, the "Official Statements") to be used in connection with the offering and issuance of the associated bonds issued for the School's benefit (the "Bonds") and annual financial information filings and for review of other disclosure obligations of the School undertaken in connection with such bond issuance. In the carrying out of these responsibilities, the Oversight Officer shall coordinate with, and be provided with assistance from, among other professionals, Disclosure Counsel, the School's Counsel and the financial advisor to the School. This oversight responsibility shall include the following:

- Develop a separate checklist or similar outline for the School's Official Statements for each bond issuance benefitting the School. Each of these checklists shall list the categories of information in the applicable Official Statement and identify the person or persons (whether internal

to the School or a third-party consultant to the School) who should be responsible for reviewing or contributing the information in each portion of such applicable Official Statement (a "Contributor").

- Ensure that each Contributor receives a copy of each draft of the applicable Official Statement and the checklist indicating his or her responsibilities with sufficient time to permit such Contributor to perform a thoughtful and thorough review or preparation of information for the applicable portion of the Official Statement. Gather such applicable information and comments from each Contributor.

- Provide information and comments submitted by Contributors to Disclosure Counsel and coordinate with Disclosure Counsel to develop a draft POS for the Bond issue.

- Distribute applicable sections of such applicable Official Statement or annual financial information filing as revised to the respective Contributors for further review and comment. Document confirmation by each Contributor that the information provided by such Contributor has been properly incorporated in such applicable Official Statement draft and is accurate and complete as so incorporated. Contributor confirmation may be provided by means of indications on checklist.

- Schedule and conduct periodic internal and external meetings of Contributors, either in groups or individually, and Disclosure Counsel for the purpose of discussing the School's financial status generally and its annual audited financial statements, its related programs, the related industries, and other issues affecting the School and the Bonds that may be material to investors.

- Review all continuing disclosure obligations in connection with the Bonds.

b. *Responsibilities of Contributors*. All Contributors to the School's Official Statements shall be responsible for the following:

- Delivery and review of comments and information as requested (by means of a checklist or otherwise) for purposes of inclusion in the applicable Official Statement.

- Review of applicable portions of the revised applicable Official Statement and provide confirmation (which may be provided by means of indications on a checklist) that the information provided by such Contributor has been incorporated correctly and, as so incorporated, such portions of the applicable Official Statement present accurate and complete information to investors about the items so covered by such portions.

- Attend periodic meetings (as applicable) to discuss broad issues concerning the School and its Official Statements.

- In the case of third party or expert Contributors, provide certifications and opinions relating to their contributions to Official Statements as appropriate.

c. *Responsibilities of Disclosure Counsel.* Disclosure Counsel shall have the following responsibilities with respect to Disclosure by the School:

- Provide an initial draft POS to the School's Board Chair for distribution to Contributors and, at the request of the School's Board Chair, distribute drafts or sections to Contributors and draft timelines for review by the School's Board Chair.

- Confirm that all steps required by the Disclosure Procedures have been followed in connection with preparation of a particular Official Statement. No Official Statement relating to the Bonds shall be submitted to the Board Chair for approval or to the School's Board Chair for certification until and unless Disclosure Counsel has completed this confirmation.

- Provide School packages to participants for review and confirm with participants that no issues have been raised regarding the draft Official Statement based on such review.

- Perform annual review and evaluation of the Disclosure Procedures and confirm to the School whether changes to such Disclosure Procedures are recommended.

- Review and approve any continuing disclosure obligations or statements in connection with any Bond issuance.

- Cause an opinion to be provided regarding the necessity of filing a material event notice, where such an opinion is requested.

4. **Disclosure in Connection with Outstanding Bonds.**

a. *Continuing Disclosure Obligations*. The Oversight Officer shall be responsible for overseeing compliance by the School with its continuing disclosure obligations, including but not limited to the compilation and filing of all annual financial reports and filing of all annual financial statements of the School on EMMA, as applicable. The Oversight Officer shall also consult with its dissemination agent appointed in connection with the applicable Bond issue (the "Dissemination Agent"), Disclosure Counsel and the School's Counsel to determine the materiality of any events and whether an event notice is required to be filed under the circumstances. If a determination is made that an event is material and a notice is required, the Oversight Officer shall work with the Dissemination Agent and Disclosure Counsel to prepare a draft of such notice in a timely manner and shall provide such draft notice to the School's Counsel for review and comment. The Dissemination Agent shall be directed to file such notice in the required repositories once the notice has been approved by the School's Board Chair and the School's Counsel. Generally, the process for the preparation of the annual financial information filing shall follow the guidelines set forth for disclosure made in connection with the issuance of bonds as set forth in Section 3 of these procedures. For the purpose of continuing disclosure of financial information, the trustee of the related bond series will be designated as the initial Dissemination Agent.

b. *Voluntary Filings*. The Oversight Officer, in consultation with Disclosure Counsel and the School's Counsel, shall evaluate whether an event is appropriate for disclosure by the School on a voluntary basis, based on investor demand or otherwise. Upon a determination that a voluntary notice should be filed, the Oversight Officer shall work with the Dissemination Agent, Disclosure Counsel and the School's Counsel to prepare a draft of such notice. The Dissemination Agent shall be directed to file such voluntary notice in the appropriate repositories once such notice has been approved by the School's Board Chair and the School's Counsel. For the purpose of continuing disclosure of other voluntary filings of a non-financial nature, the Oversight Officer may designate Dissemination Agents in addition to the Agent listed in paragraph "a" above as needed.

c. *Press Releases*. Press releases for the School are prepared by the School's Board Chair. The School's Board Chair shall consult with Disclosure Counsel prior to approving such press release.

d. *Investor Communications*. The Oversight Officer shall be responsible for overseeing the responses to all telephone, email and other inquiries from existing and potential investors in the Bonds. All School staff shall transfer such inquiries to the Oversight Officer (or delegated staff under his/her supervision). Investors shall be directed to information provided on the School's website or shall be given a written response to any inquiry whenever practicable.

e. *Rating Agency Communications*. All information provided by the School or for the School at its direction to any rating agency providing a rating for the Bonds shall be reviewed for accuracy and completeness and approved by the Oversight Officer.

5. **Training.** The Oversight Officer, in consultation with Disclosure Counsel or the School's Counsel, shall be responsible for coordinating regular training sessions for School staff and Board members about their obligations under the Federal securities laws and regulations and other Federal and state laws affecting the issuance of Bonds. Training shall be provided for general background and overview purposes and, as applicable, to update School staff and Board members concerning recent changes in applicable laws or regulations.

APPROVED: 04/15

5200 Related Subjects

5201 FEES

See 3503 under “Student Registration”

5202 FUNDRAISING

See 3105 under “Parent & Community Involvement”

6000 EMPLOYEE HANDBOOK

6100 Compensation & Related Benefits

6101 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. Mountainville Academy defines "immediate family" as your spouse, parent, child, step child, sibling or your spouse's parent. Mountainville Academy defines "extended family" as your grandparent, your spouse's grandparent, or your spouse's brother or sister.

Up to three days of paid bereavement leave due to the death of an immediate family member and one day for an extended family member will be provided to eligible employees in the following classification(s):

* Regular full-time employees

If you require additional time off, it will be charged against your PTO pay or without pay with your manager's prior approval.

Bereavement pay for hourly employees is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Approved: 10/10

6102 CONFERENCE AND TRAINING POLICY

Employees may be called upon to attend and participate in academically-oriented conferences, trainings, seminars, workshops, and other related events. Whilst on official school business, the employee shall conduct him/herself in accordance with the policies of the Mountainville Academy Employee Handbook and act as official representatives of the school. It is the attendee's responsibility to report back, present, and/or share all information from the event with other school employees, as directed.

Travel and Expenses

All pre-approved travel-related expenses shall be reimbursed to the employee by the school upon completion and submission of an official reimbursement form and accompanying receipts if expenses are not pre-paid by the school. Employees must receive authorization from the School Leader regarding method of travel, class of lodging, etc. prior to commencing any official travel. Employees that are traveling will be assigned a per diem amount for traveling expenses.

Approved: 2007
Revised: 08/10
Revised: 06/13

6103 FMLA ELIGIBILITY REQUIREMENTS

Businesses with more than 50 employees within a 75 mile radius, or organizations that are associated with a Professional Employer Organization are required to comply with the rules associated with the Family Medical Leave Act.

An employee, who has been employed by the school for 12 months / 52 weeks as of the date the leave commences or during the preceding 12 months / 52 weeks has worked a minimum of 1250 hours, is eligible for leave under FMLA.

Eligible Leaves

Eligible leaves may include, but are not limited to:

- The birth of a son or daughter, and to care for the newborn child.
- The placement with the employee of a son or daughter for adoption or foster care.
- Care for the employee's spouse, son, daughter, or parent, with a serious health condition.
- Serious health condition that makes the employee unable to perform the functions of the employee's job.

Medical certification may be required for serious health conditions. Certain leaves may be required before the actual event, e.g., leaves for the birth of a child or for placement for adoption or foster care. No maximum age limits applies to children who are the subject of adoptions or foster care placements.

Leave Entitlement

Eligible employees may be entitled to up to 12 weeks of FMLA leave in any 12-month period. The 12-month period of time is measured forward from the time that leave commences. Leave for birth or placement for adoption or foster care must end within 12 months after the birth or placement. In the event that both the husband and wife are employed by the company, only a total of 12 weeks combined leave may be taken for birth (or subsequent care), placement for adoption or foster care (or subsequent care), or to care for a parent with a serious health problem.

Leave need not be paid. However, paid leave may be substituted in accordance with paid leave outlined in the individual Employment Agreement, for any FMLA - qualifying purpose. Specifically, the school allows up to 12 weeks leave after the birth of a child, however, the number of paid leave days will be limited to paid leave outlined it the individual Employee Agreement.

Employee Benefits during Leave

The employee's group health plan coverage must continue on the same conditions as if continuously employed and the same benefits must be maintained.

Employment Reinstatement

After FMLA leave, an employee is entitled to the same or equivalent position, with equivalent benefits, pay and other terms and conditions of employment.

Approved: 2007

6104 JURY AND WITNESS DUTY LEAVE

All employees are allowed unpaid time off if summoned to appear in court as a witness of serve as members of a jury. To qualify for jury or witness duty leave, you must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed. Mountainville Academy will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

Approved: 2007

6106 MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteer for the same, the employee should notify his/her supervisor and submit copies of military orders as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Annual Reserve and Guard training, if possible, should be scheduled during summer months so as not to conflict with teaching requirements. However, in the event a teacher must serve during the school year, if personal and vacation time has been exhausted this time will be granted in unpaid status.

Approved: 2007
Revised: 09/10

6107 PAID HOLIDAYS

Exempt employees are paid an annual salary according to salary agreements for a specific number of work days. Non-exempt employees who are scheduled to work 30 hours or more per week during the school year will receive wages equivalent to a regular scheduled work-day for the following holidays, plus two floating holidays that can be used on non-school days at the employee's discretion with administrative approval:

- New Years Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday, unless otherwise noted on the school calendar.

Should it be necessary for eligible non-exempt employees to work on a holiday, they will be paid at the rate of 1 1/2 times their regular rate for hours worked on the holiday, and may, with the approval of administration, take a different day during the same week as a paid holiday.

Approved: 12/08

6108 PAID LEAVE DAYS (PTO)

This policy pertains to Mountainville Academy (MA) employees who receive paid time off (PTO) as part of their employment agreement. MA employees may choose to cash out or rollover accrued PTO with the following restrictions:

Employees may cash out at 100% up to 7 days of PTO during the fiscal school year (10 days for 12 month administrative employees and 3.5 days for part-time employees who receive PTO).

Employees may rollover any unused/un-cashed PTO to the following fiscal year.

Employees may rollover/accrue up to 30 days of PTO but cash-outs are limited to 7 PTO days per fiscal year (10 and 3.5 respectively as noted above).

Employees who are terminated or leave the school before the end of their employment agreement lose all accrued PTO.

Employees who leave the school at the end of their contract may cash-out up to 7 accrued PTO days (10 and 3.5 respectively as noted above). Any additional accrued PTO is forfeited.

Employees wishing to use PTO days must receive prior written administrative approval for foreseen absences. Employees may use PTO for unforeseen absences (sick, family emergency, etc.), but must enter their absence in the Red Apple Portal so administration is aware of the absence.

MA administration, in coordination with the finance committee, may implement administrative rules in regards to collecting PTO day donations from MA employees to bank for employees with critical needs whose PTO days have been exhausted. Should administration determine a PTO bank is necessary, employees may donate only their current year PTO allotment. Employees who donate to an employee PTO bank may not cash-out PTO during the fiscal year in which they donated.

Approved: 2007
Revised: 12/08
Revised: 10/14
Revised: 11/17

6109 PAID VERSUS UNPAID LEAVE

All paid time off must be approved in according to policy 6108 Paid Leave Days. Exempt employees are granted a set number of paid leave days per year, as outlined in individual salary agreements. Professional teaching staff is paid annually for teaching a set number of days. When a teacher has exceeded the number of paid leave days authorized and the teacher is absent, the teacher's salary will be reduced by his or her corresponding daily rate equal to time missed from required work time.

For non-teaching exempt employees, missed work days exceeding the authorized paid leave days will be subtracted from the paycheck following the absences.

Approved: 2007
Revised: 12/08
Revised: 08/10

6110 REIMBURSEMENT POLICY

The school shall reimburse employees for expenses previously authorized by the School Leader once an official reimbursement form, along with all relevant receipts, have been submitted.

Approved: 2007

6111 COMPENSATION POLICY

Purpose:

The purpose of this policy is to define the roles between School Leader and Board of Trustees in determining employee compensation. Employee compensation makes up a large portion of the schools budget, directly affects the performance of the school, and has long term implications. Because of the importance of these matters, roles should be clearly defined.

Policy:

It is the responsibility of the School Leader to ensure that funds are available for any compensation within the specified budget category.

New Positions:

New positions within the school must first receive approval to be added from the Board of Trustees and be in accordance with policy 6410 Hiring Policy. Compensation for new positions will be determined jointly between the School Leader and Board of Trustees and should fall within the suggested salary schedule.

New Employees:

Compensation for new employees hired for existing positions will be determined based on previous compensation for the position, employee qualifications, experience and the suggested salary schedule. The School Leader will determine new employee compensation based on the above criteria and should fall within the suggested salary schedule. Any new employee compensation more than 5% above the suggested salary schedule will require approval from the Finance Committee.

Existing Employees:

Raises for existing employees are determined by the School Leader based on employee performance, the suggested salary schedule, and budget available for compensation. Any raise in excess of 5% over one year, with or without duty changes will require approval from the Finance Committee. Any changes to qualifications or categories within the suggested salary schedule will be addressed at the beginning of the next salary agreement and not in the middle of a budget year.

Adopted 1/2014

Revised 2/2014

6112 EMPLOYEE BENEFITS POLICY

Mountainville Academy will offer health and retirement benefits to its employees who are full-time employees, as defined by Federal and State Law. The Mountainville Academy Board of Trustees will approve the benefit package offered to employees which will include a health benefit package for the employee with the option for the employee to include coverage for their spouse or family or domestic partner who meet the criteria as defined by the insurance provider. Mountainville Academy will also offer a retirement package selected by the finance committee and approved by the Board of Trustees. All full-time employees wishing to participate in the insurance or retirement programs must enroll during open enrollment, or as specified in their employment agreement.

Approved 05/14

6200 Computer Usage and Electronic Devices

6201 PHOTOGRAPHY POLICY

We understand the desire to share experiences through photos. However in an educational setting, photos and other personally identifiable information are governed by Federal law. To ensure that this law is followed Mountainville Academy will not allow photographs to be taken during school, school sponsored activities, field trips or outings by any staff, students, or volunteers without specific permission of the administration. Any photographs taken at any of the above mentioned events will not be released by the school except as in accordance with 3402 Family Education Rights and Privacy Act.

6202 ELECTRONIC AND TELEPHONE COMMUNICATIONS POLICY

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of MA and as such are to be used solely for job- related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, computers, the school's E-mail system, the Internet, and copy machines for private purposes is strictly prohibited.

Use of the World Wide Web includes all restrictions which apply generally to the use of the school's E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

- No Browsing of Restricted Content Web sites: The school may block access to Web sites which contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new sites which the school has not yet blocked are required to report such sites to the appropriate individuals in the school's Technology Department. Browsing web sites that contain pornographic material is never allowed and doing so will lead to termination. Employees are not allowed to download pornographic material via the Internet.
- No Downloading of Non-Business Related Data: The school allows the download of files from the Internet. However, downloading files should be limited to those which relate directly to school business.
- No Downloading of Application Programs: The school does not permit the download or installation on school computers of application software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard school applications.
- No Use of Subscription-based Services without Prior Approval: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the school administration or Board.
- None of the above items are meant to prohibit a teacher or member of administration from creating a personal website that can be used to communicate information regarding assignments and classroom activities. These websites may not contain any personal student information, including pictures.

Approved: 2007
Revised: 09/13

6203 ELECTRONIC INFORMATION RESOURCES (2104, 3204)

As outlined in the Utah State Code 53A-3-422, MA shall adopt and enforce a school wide Electronic Information Resource Policy. This policy will apply to both students and employees.

MA shall provide to its students and employees the opportunity to utilize electronic information resources. In order to enhance learning, teach computer skills, and effectively utilize modern electronic information resources within the school, students and teachers shall have access to computers and the Internet. Other electronic information resources may include, but are not limited to, voice mail, email, and various network files or accounts.

In an effort to protect students and employees, the school will provide appropriate Internet filtering and monitoring for safety. It must be understood that although MA will make its best efforts to filter content, no system is 100% foolproof. Additionally, both students and employees will be issued usernames and passwords. All use of electronic information within the school must be consistent with the educational objectives of the school; electronic resources within the school are not intended for private, personal, or political use. The School Leader may determine appropriateness of use of electronic information resources at his/her discretion.

No individual shall be allowed to use computers and/or the Internet without documentation indicating that the Electronic Information Resource Acceptable Use Policy has been carefully read, understood, and that the users agree to abide by the terms and conditions regarding proper behavior and use of all electronic information resources, including computers and the Internet. Student use of electronic resources may be permitted provided the school receives annual documented parental permission and agreement to terms and conditions on behalf of their student. Agreement to terms and conditions is legally binding. All user accounts are subject to MA control and may be revoked for misuse. Violation of any part of this policy will result in disciplinary action according to defined school discipline policy, including the possibility of loss of privilege to use computers and other electronic information resources, suspension, expulsion, loss of employment, and appropriate legal action.

Neither students nor employees shall have any expectation of privacy in regard to utilization of electronic information resources provided by the school. This includes, but is not limited to files, disks, documents, emails, voice mails, or otherwise which have been created with, entered and stored in, downloaded to, or accessed by MA electronic information resources. MA administration or Board of Trustees may monitor, log, and/or review any or all student or employee files and messages.

Acceptable Use of Electronic Information Resources:

- Abide by generally accepted rules of network etiquette. These rules include, but are not limited to being polite, kind, and using appropriate language.
- Students will only use computers with the permission and supervision of teachers of staff. Students will respect and follow teacher/staff instructions.

- Immediately report accidental access of unauthorized or unacceptable Internet sites to staff/teacher/administration as appropriate.
- Ask for help when unable to properly use computers equipment of other electronic information resource.

Unacceptable Use of Electronic Information Resources: Students and employees will not intentionally:

- Harm or destroy computer equipment through abusive behavior.
- Use for personal or private use, unrelated to school assignments or responsibilities.
- Students are prohibited from revealing personal information, such as names, addresses, telephone numbers, passwords, credit card numbers, photographs, or social security numbers. Employees are advised against such. All individuals are prohibited against revealing the personal information of others or regarding the school.
- Communicate with language, graphics, or artwork that is considered to be vulgar, defamatory, threatening, or otherwise inappropriate.
- Access, receive, or transmit material that is pornographic, obscene, sexually suggestive or explicit or other material related to weapons, controlled substances or alcohol, or incendiary devices.
- Post or transmit content that that is considered "cyberbulling" as defined in Section 3202.
- Post or send content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- Utilize any electronic devices in school locker rooms.
- Intentionally harm or destroy school data, the network, or general network performance. This includes, but is not limited to:
    - Participating in or promoting any illegal or inappropriate activities that change the use of the computer hardware or software.
    - Corrupting, destroying, or manipulating system data.
    - Hacking or other activity, such as creating, loading, or transmitting viruses or worms, malware, password grabbers, spyware, etc. or other software which may compromise the network
    - Erase, expire, or reset memory cache, web page links, or HTTP location history.
- Use one's identity or misrepresent one's identity or the identity of another to gain unauthorized access to restricted information, systems, or programs; use the school network to illegally access other systems; or to chat, email, or otherwise communicate electronically.
- Download, upload, install, or execute unapproved software without prior approval for teacher/staff/administration as appropriate.
- Formally publish school related information on the Internet without proper approvals from administration or Board of Trustees. This does not include teacher and/or staff websites that are created to communicate information on assignments and class schedules.
- Violate copyright laws.

- Copy system or curricular programs or files without proper approval.
- Participate in unapproved and non-educational gaming.
- Participate in unapproved interactive real time Internet activity, such as chat rooms.
- Use the network for product advertisement or other business purposes.
- Use the network for political purposes.
- Participate in any activity that is illegal or does not conform to the rules, regulations, and policies of MA .

Neither employees nor students may bring personal electronic equipment such as palm computers or laptops into the school except as allowed under policy 3204 Electronic Devices.

MA does not make any warranties for the electronic information resources that are provided by the school. Any damages that may be suffered as a result of a student or employee using these resources are not the responsibility of the school. Damages may include, but are not limited to the loss of data as a result of delay, human error or omission, or non-delivery or service interruption caused by a network system. The school cannot be held responsible for the accuracy of information obtained through any of the electronic information resources which it provides. All employees and students use the network system and the information obtained therein at their own risk.

Approved: 08/06
Revised: 08/07
Revised: 02/11
Revised: 06/12
Revised: 12/12
Revised: 09/13
Reviewed: 11/19

6204 SOCIAL NETWORKING SITES AND PERSONAL WEB PAGES POLICY

Purpose:
MA recognizes both the educational value and dangers of social networking sites. To protect school personnel, students, parents, and school resources, the Board of Trustees requires all educators who access social networking sites to abide by the following:

Definitions:
"Web page" means a social networking site, personal web site, blog account or other Internet location which can be edited by an individual with the correct username and password.

Instructional Web Page
Web pages may only be accessed at school or by using school resources for instructional purposes directly related to the educator's curriculum and in accordance with 6203 Electronic Information Resources Policy (2104, 3204).
An instructional use web page shall comply with all school policies, including the Student Code of Conduct. Profane, obscene, or defamatory comments are not permitted. Educators must comply with the federal Family Educational Rights and Privacy Act (FERPA), and may not post student photos, or personally identifiable information without prior written parental consent. Educator web page postings may not violate any state or federal laws.
Educators are responsible for ensuring that student posts which violate laws or school policies are removed immediately and appropriate disciplinary action is taken. Educators are responsible for all content on the educator's web page, including posts by students, and must limit access to those students with parental permission to participate in the instructional use.
School administrators must be granted access to the web page and shall monitor the site for compliance with this policy. Educators must include a disclaimer on the web page noting that the content, views, or opinions expressed on the web page do not represent the school and the educator is solely responsible for any opinions, views, or content on the web page.

Personal Web Page
Educators who maintain a personal web page unrelated to school business shall not allow students to access their personal web page. Educators shall not solicit students as friends on their personal web pages or social media sites, or invite or encourage students to read or access their web pages. Educators may not access personal web pages using school resources or on contract time.
Educators may face disciplinary action for posts on their personal web pages that violate school policies and state rules regarding professional conduct and create a disruption in the school or interfere with the educator's ability to serve as an educator at the school. Educators may not use school logos, mascots, symbols, or school trademarks on their personal web pages.

Personal Web Page for School Related Communications

Educators may create and access personal web pages that are used solely as a means of communicating information regarding assignments, due dates, and class activities for students and/or parents of MA. These web pages may not contain any student information and must comply with all policies as outlined in Section 3204.
Educators shall not use school resources to create, maintain, or post to non-school related personal web pages or the pages of others. Educators have no expectation of privacy and their activities may be subject to review by school administration. Disciplinary action will be taken consistent with the school's Electronic Information Resource Acceptable Use Policy and Signature of Agreement Form.

Approved: 02/10
Revised: 02/11
Revised: 09/13

6300 Personal Conduct

6301 CODE OF ETHICS AND EMPLOYEE CONDUCT POLICY

Employees are to treat students with respect and consideration. Each employee shall develop and implement classroom management policies which ensure respect for all students, employees, volunteers, parents, and Board members.

Employees are responsible for student discipline in their classrooms. Excessive student misbehavior shall be reported to the school administration along with documentation of the behavior.

All employees shall conduct themselves in a professional manner, whether in or out of their classrooms. Employees shall avoid behavior which gives the appearance of impropriety.

All employees shall act in accordance to Utah Administrative Code (R277-515). Additionally, Mountainville Academy employees shall:

- Use no offensive, vulgar, or profane language, actions, or gestures.
- Be fair, kind, and generous in praise.
- Cooperate with colleagues, team teachers, parents, and administration for the general improvement of the school.

Mountainville Academy employees shall follow the guidelines outlined by the Division of Administrative Rules of the Utah State Board of Education. These guidelines outline Authority and Purposes of an Educator, Action if an Educator Violates the Provisions of Professional Practice, Professionalism in Employment Practices, Competent Practices, Competent Practices Related to Students, and Moral and Ethical Conduct.

Action will be taken by the school administration in accordance with the Disciplinary Action Policy regarding any employee in violation of this policy and/or Utah Administrative Code.

Approved: 2007
Revised: 11/17

6303 CONFIDENTIAL INFORMATION POLICY

The school requires all employees to treat as confidential any records or information pertaining to, but not limited to, the performance, behavior, background, preferences, and identification of students, parents, and other employees of the school. Employees may not use such information either directly or indirectly other than for school purposes. Violation of this policy may result in disciplinary action up to and including termination.

Approved: 2007

6304 DISCIPLINARY ACTION POLICY

The School Leader may discipline employees in accordance with the following four steps:

Step 1: First Written Warning- The School Leader and/or shall verbally counsel the employee and outline action to be taken by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee's personnel file.

Step 2: Second Written Warning- The School Leader and/or shall verbally counsel the employee and outline action to be taken within a time frame by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee's personnel file.

Step 3: Employee Suspension- The School Leader shall inform the employee of his/her immediate suspension from his/her duties, without pay, for a period of no less than 3 consecutive school days, during which time the employee shall not enter school property. A formal letter of suspension shall be written and copied to the employee and the employee's personnel file. During the period of suspension, the school will provide a substitute or replacement employee.

Step 4: Termination- The School Leader, and/or Members of the Board of Trustees shall inform the employee of his/her immediate termination of employment. An official discipline letter of termination shall be written and copied to the employee and the employee's personnel file. The employee shall gather his/her personal effects under the supervision of the School Leader or other designated school official, and/or Members of the Board of Trustees, after which he/she will be escorted off school property.

Acts of misconduct need not be similar in nature for employees to escalate from one step to the next.

Certain offenses can have an immediate and serious negative impact upon the school and are grounds for the school, at its option, to skip any of the four steps listed above or to effect an immediate termination of employment regardless of whether the employee has escalated through all four steps in succession. Examples of such offenses include, but are not limited to:

- Any violation of State of Federal Law (excluding minor traffic offenses)
- Any conduct which endangers or threatens the health, safety, or welfare of any student, employee, or any other person.
- Release of confidential information without authorization.
- Three or more days of unauthorized absence.
- Violation of the Alcohol, Drug, and Tobacco-Free Workplace Policy
- Fighting.
- Dishonesty such as, but not limited to misrepresentation of facts to the administration and/or Board of Trustees and unauthorized altering of time records

- Insubordination/Refusal to perform Employee Duties as outlined

Significant acts of misconduct by licensed educators will be reported to the State of Utah in accordance with 53A-6-402

Approved: 2007
Revised: 02/11
Revised: 3/17

6305 EMPLOYEE MISCONDUCT POLICY

Employee misconduct shall generally be addressed by the School Leader and/or other administration. When allegations of employee misconduct arise, the School Leader shall investigate the allegations in a conference with the employee. A further conference with all relevant parties shall also take place, as needed.

Misconduct deserving of disciplinary action include, but not limited to:

- Failure to devote full time and efforts to Employee Duties, as outlined in the Employment Agreement.
- Breach of Employment Agreement.
- Violation of negotiated agreements, oral or written.
- Incompetence or inefficiency in the performance of Employee Duties, as outlined but not limited to the Employment Agreement.
- Dishonesty on the job, including but not limited to dishonesty to administration, colleagues, parents, School Executive Committee, or Board of Trustees.
- Any violation of State or Federal Law (excluding minor traffic offenses).
- Bringing in an intoxicant into or consuming an intoxicant on school property, or reporting to work under the influence of an intoxicant.
- Addiction to or being under the influence of a narcotic or other habit forming drug without a prescription, or abuse of a prescription drug. Employees may be subject to a random drug test.
- Use of tobacco in any form whilst on school premises.
- Use of Mountainville Academy for personal gain.
- Negligent or willful damage to school property or excessive waste of school supplies or equipment.
- Falsifying any information supplied to the school including to, but not limited to data on application forms or employment records.
- Unauthorized absence or tardiness without due cause.
- Possession of firearms or weapons of any kind on school premises. There are only two exemptions allowed. The first exemption is for a kitchen knife used in conjunction with a school event such as a party. The knife must be kept in an employee's possession for the duration of the time it is within the school and cannot remain more than one day. The second exemption to this is those with a valid Concealed Firearms permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder's physical possession and remain concealed unless there is imminent danger of death or serious injury. Use of the weapon is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Use of school computer and network resources, including but not limited to Internet access or email accounts, to access, view, or download any pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including to but not limited to websites.

- Use of any school computer and/or network resources including, but not limited to Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain.

Approved: 2007
Revised: 06/08
Revised: 02/11
Revised: 06/13

6306 HARASSMENT POLICY

Mountainville Academy has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. Harassment is verbal or physical conduct which denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, sexual orientation, personal appearance, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Harassment can also occur if conduct is directed toward a person's relative, friends, or associates.

Sexual Harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
    - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
    - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
    - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Types of Harassment

Sexual harassment constitutes a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. As was stated above, the EEOC and the federal courts have recognized two distinct types of sexual harassment: "quid pro quo" and "hostile environment" harassment.

- "Quid pro quo" harassment occurs when an aspect of a person's job is conditioned on his or her accepting the sexual advances or conduct of another worker (usually a manager or supervisor).
- "Hostile environment" harassment occurs when an employee is subjected to a pattern of unwelcome, sexually, racial, religious, etc. related conduct in the workplace that creates a hostile, intimidating, or offensive work environment. Such conduct includes, but in not limited to:
    - Slurs
    - Stereotyping
    - Threats
    - Intimidation
    - Hostile or demeaning jokes and pranks
    - Harassing material displayed on walls, bulletin boards, or circulated in the workplace
    - Favoritism or persecution

It should be noted, however, that sexually harassing conduct need not be of a specifically sexual nature, it need only be gender-based.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Whistling at another person.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Spreading of sexual rumors.
- Sexual assault or rape.

Complaint Procedure

Employees who feel that they are being harassed should report the incident immediately to the school administration unless the complaint involves the School Leader, in which case employees should report to the Board. Employees who have personal knowledge of the occurrence of harassment shall report the incident immediately to the school administration and/or Board. If for any reason you believe it would be inappropriate to discuss the matter with the school administration and/or Board the employee may report it directly to the appropriate Human Resources contact who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible; however, Mountainville Academy cannot guarantee anonymity to persons who report harassment.

If Mountainville Academy determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Mountainville Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined

that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, including disciplinary and/or legal action.

Approved: 2007

6307 STAFF RESPONSIBILITES

All teaching staff has the responsibility to (as applicable):

- Read and understand the Mountainville Academy Employee Handbook and the Mountainville Academy Policy and Procedure Manual. All staff must agree to abide by all school rules as outlined therein.
- Demonstrate alignment with the school's educational philosophy, methods of teaching, and established curricula
- Begin class on time daily prepared with an appropriate teaching plan
- Proficiently teach and accurately track student progress to ensure that all requirements of the Utah State Core, Core Knowledge Sequence, and other curricula are met
- Set clear expectations for student achievement and behavior
- Communicate regularly with each student and parent regarding student progress and achievement. Teachers should discuss any student problems and/or concerns with parents in a timely manner.
- Develop a partnership with the parents in the student's education
- Enforce school standards and rules
- Be responsible for students until they are safely off school grounds
- Demonstrate respect for all persons in the school community--students, parents, and other staff members
- Attend all in-services and professional development training classes as required
- Hold and maintain appropriate Utah educator's licenses

Approved: 08/06

6400 Other Requirements

6401 ALCOHOL, DRUG, AND TOBACCO-FREE WORKPLACE POLICY

In accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, Mountainville Academy will maintain and enforce a drug and alcohol-free workplace. The school will provide a safe and productive workplace free from possession, manufacture, use, or distribution of tobacco, alcohol, or illicit drugs.

Approved: 2007

6402 BACKGROUND CHECKS (3101)

Purpose:
The purpose of this policy is to describe the terms and conditions under which background checks are conducted. Mountainville Academy is a public Charter School that is committed to the educational success of our students. Mountainville Academy believes that having qualified individuals in positions to contribute to the School's overall strategic success is vital. Background checks also serve as an important part of the selection process when hiring employees.

Policy:
- Mountainville Academy will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.
- Mountainville Academy Board of Directors and School Leader reserve the right to make the sole determination concerning information or any employment decision arising out of the background check. • Mountainville Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

For Job Candidates:
- Mountainville Academy conducts background checks on all job candidates postcontingency offer, but prior to written offer. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.
- All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

Offer of Employment Process
Once a candidate has been identified for hire, the School Leader submits the employment application and a recommendation to hire. When verbally making the offer of employment to the successful candidate, the School Leader must inform the candidate that the offer is contingent upon the successful results of the background check. A background check is then run for the candidate.

General Guidelines:
1. ASSOCIATED COSTS: Fees for background checks will be paid by the school for all employees. Fees for volunteers will be paid by the volunteer; however, the FSO will pay for a background check for a volunteer if the volunteer qualifies for the free or reduced lunch program. .
2. TYPE OF BACKGROUND CHECK: The background check that is performed must include a name check, fingerprint search, and FBI database search.
3. NEW HIRES: Background checks are required for all new hires. This includes all fulltime, part-time and temporary part-time employees. The background check must

be completed and results verified before any employee begins work. At no time should an employee begin work until the school has verified results of the background check.

4. REHIRES: A background check is required for all rehires that have been separated for longer than 90 days.
5. EXISTING TEACHERS: All teachers are required to have a background check as part of State re-licensing requirements.
6. VOLUNTEERS: A background check is required for any volunteer who will have direct contact with any student of Mountainville Academy while on the school campus or while volunteering for field trips.
7. EMPLOYMENT CONTINGENCY: Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check.
8. AUTHORIZATION BY APPLICANT: The candidate must authorize the background check. This is done by having the applicant complete the Background Authorization form. This form is available to the applicant in the front office and can be sent via e-mail to the candidate as well.

Verification of Background Checks:
If any discrepancies or criminal history are noted, the school reserves the right to consult with the office of State Risk Management, or any other pertinent office for determination. The School Leader will contact the candidate to inform him/her that Mountainville Academy is rescinding its contingent offer of employment. If a volunteer's background check is returned with unfavorable results the school reserves the right to revoke all future volunteer and / or employment opportunities.

Approved: 04/09
Revised: 10/09
Revised: 06/11
Revised: 11/13
Revised: 03/14
Revised: 09/15

6403 CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employee benefits, employees are classified as follows:

- Full-time regular employees. Employees hired to work the normal, full-time, workweek, as defined in the Employment Agreement, on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- Part-time regular employees. Employees hired to work fewer than thirty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- Temporary employees. Employees engaged to work full time or part time on the school's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Mountainville Academy.)
- Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond that which is outlined in the Employee Agreement during any given workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions and some computer professionals are typically exempt.

Employees will be informed of their initial employment classification and of their status as an exempt or nonexempt employee during employee orientation. If a position change occurs during the course of employment as a result of a promotion, transfer, or otherwise, the employee will be informed of any change in exemption status.

Approved: 2007

6404 COPYRIGHT LAW

Mountainville Academy upholds the United States copyright laws. All school employees are expected to comply with theses copyright laws as they relate to the duplication, retention and use of copyrighted materials, and also all guidelines that have been published to facilitate compliance with the copyright laws. Educators and schools who do not uphold copyright laws may be held liable for copyright violations regardless of the educational purposes for which these copyrighted materials were used.

All Mountainville Academy employees must understand and appreciate the necessity of compliance with the copyright laws. The following prohibitions related to copyright laws are established within the school:

- No unlawful copies of copyrighted material may be made on Mountainville Academy-owned equipment.
- Unlawfully made copies of copyrighted material may not be used with Mountainville Academy-owned equipment, within Mountainville Academy-owned facilities, or at Mountainville Academy-sponsored functions.
- The protections otherwise afforded to Mountainville Academy employees shall not be extended to those who knowingly and unlawfully copy and/or use copyrighted materials in violation of the copyright laws and guidelines as communicated by Mountainville Academy pursuant to this policy.

The guidelines and standards set forth in the Mountainville Academy copyright policy shall include but not be limited to all printed material, including written works, art work, and music; videotapes/DVD's, including motion picture recordings; multimedia; the Internet; computer software; recorded music; and performances and display.

The Mountainville Academy certified library media specialist (librarian) will observe and promote the legal and ethical issues surrounding the use of copyrighted materials within the school. The librarian shall be charged with the task of providing teachers, library workers, administrators, students and parents with clear instruction on the permissible use of copyrighted materials related to the education environment. Sufficient teaching and resources shall be made available to all parties describing the U.S. copyright law and the principle of "fair use." The librarian will also set forth accepted guidelines proposed by the federal government and various groups which represent the interests of both copyright holders and copyright users.

The librarian will strictly adhere to all U.S. copyright laws and guidelines in the operation and management of the school library. If the librarian becomes aware of misuse of copyrighted material within the library or the school, the individual involved will be reminded of policy and re-taught the guidelines which must be followed.

Approved: 08/06

6405 DATING BETWEEN EMPLOYEES POLICY

Mountainville Academy has adopted this policy in recognition of its responsibility to provide guidelines on romantic and sexual relationships with other employees and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. They can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate relationship.

Mountainville Academy does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- Mountainville Academy strongly discourages supervisors and managers from engaging in romantic or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

Any romantic relationship between a supervisor and subordinate employee must be disclosed by the supervisor to the administration and/or Board. The administration and/or Board must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the dating couple to determine which partner will resign.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in disciplinary action up to and including termination.

Approved: 2007

6406 DIRECT DEPOSIT

Effective Oct. 1, 2007, Mountainville Academy will require all employees to be paid by direct deposit, unless exempted by School Administration. All direct deposit enrollments/transactions for affected employees must be in place by October 1, 2007.

If an employee is unable to secure an account at an eligible financial institution, or if he or she believes enrollment in direct deposit will result in extreme hardship, the employee may request an exemption. Exemptions will only be granted at the discretion of the School Administration based on the evidence provided by the employee. Personal preference is not considered a hardship. If any employee desires exemption it should be requested within 30 days of hire or re-hire. Administration will respond to each submitted exemption request within 15 work days of receipt.

If an employee fails to sign up for direct deposit (if not exempted), the check will be held in the school office and must be picked up by the employee in person. However, before the check will be released, the employee must sign up for direct deposit while in the school office.

Approved: 09/07
Revised: 02/11
Revised: 06/13

6407 EMPLOYEE DRESS CODE

Mountainville Academy employees shall dress appropriately and professionally for their daily duties. Employees found in violation of the Employee Dress Code shall be subject to disciplinary action.

Mondays of each school week are professional dress days. Staff is expected to wear professional business dress. Men should wear a button-down, collared shirt and a tie. Women are expected to wear a dress or blouse with skirt or slacks.

Tuesday through Friday, staff should wear professional business casual. On Fridays, staff is encouraged to wear the school spirit shirt. Shoes should be conservative in nature. Staff may also wear the school approved hoodie.

The following attire is unacceptable:

- Shorts
- Blue denim jeans
- Sweatpants
- T-shirts
- Warm-up suits
- Clothing considered offensive
- Tight or revealing clothing (including bare midriffs), low-cut shirts, low-rise pants

Approved: 2007
Revised: 07/09
Revised: 09/15

6408 EMPLOYMENT ELIGIBILITY COMPLIANCE

Mountainville Academy is committed to full compliance with the federal immigration laws. Therefore, Mountainville Academy is required to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, each applicant must produce documentation that shows his or her identity and legal authority to work. Each applicant must also attest to his or her legal authority to work and identify on an I-9 Form provided by the federal government. This verification form will be distributed by Mountainville Academy and must be completed as soon as possible after an offer of employment is made. In no event can the form be completed and returned to Mountainville Academy more than three business days after an individual is hired.

If an employee has provided right to work documentation that has an expiration date (with the exception of a valid U.S. Passport), updated documentation must be given to Mountainville Academy before this expiration date.

All offers of hire and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Approved: 10/10

6409 EMPLOYMENT OF RELATIVES POLICY/NEPOTISM

Purpose

The Mountainville Academy Board of Trustees and Administration recognizes the need to avoid nepotism relative to the hiring, placement, duties, and evaluation of all employees and board members of Mountainville Academy.

Policy

It is the policy of Mountainville Academy Board and Administration to recruit and employ the most qualified individuals for all positions. Apparent nepotism or the assignment of immediate family members to either supervise or evaluate the performance of another immediate family member is prohibited. This restriction on the assignment of family members serves to discourage favoritism and to prevent a conflict of interest in the completion of evaluations, disciplinary actions, extra-duty assignments and possible promotions.

The employment of qualified relatives of employees shall be permitted as long as such employment does not, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, or corresponding in-law or "step" relation. The school will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the school, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- Employees who marry while employed are treated in accordance with these guidelines.
- If an employee is promoted, assigned or transferred to a supervisory position over a member of his or her immediate family, the subordinate employee shall be transferred to a comparable position as soon as such a position becomes available.

This policy applies to all categories of employment, including regular, temporary, and part- time classifications. Board Members may not be relatives, as defined above, to those employed by Mountainville Academy.

Exceptions

In accordance with Title 53A Chapter 1a Part 5 Section 518, the Administration and or Board may grant an exception to either the assignment of personnel or students for up to one (1) year in order to meet an identified school system or student need.

In compliance with federal laws, Mountainville Academy administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

Approved: 2007

Revised: 5/17

6410 HIRING POLICY

Purpose: The purpose of the policy is to define the decision making process and authority involved when hiring employees of Mountainville Academy. Mountainville Academy believes that having qualified individuals in positions to contribute to the school's overall success is vital.

Policy: The Board of Trustees will make all decisions regarding the hiring of the School Leader. All other employees will be hired by the School Leader. The School Leader may delegate this authority to another individual or body if desired. The School Leader has the ability to add new positions within the school as long as the expense is accounted for in the proper category of an approved budget. It is recommended that the School Leader inform the board when new positions are created or new individuals hired.

The hiring process should include the following steps:

1. Open positions will be noticed for a reasonable amount of time either internally, externally or both.
2. Interviews of possible candidates will be conducted using similar interview questions. When possible, interviews will be conducted by an interview panel chosen by the School Leader. The necessity of a panel will be determined by the School Leader depending on the level of the position being filled.
3. References will be checked prior to any offer of employment.
4. Offers of employment will follow the process outlined in policy 1420 Background Checks.
5. If the offer of employment concerns an individual who has previously worked for Mountainville Academy, is a teacher under an ARL path, or if a background check is returned with anything other than a cleared status, the School Leader will discuss the candidate with the Executive Committee of the Board of Trustees prior to continuing with the hiring process.
6. When finalizing the new employment of an individual, an Orientation Checklist will be followed to ensure that all necessary forms and information is completed.

This process may be omitted at the discretion of the School Leader or Board of Trustees if it cannot reasonably be accomplished due to individual circumstances.

All employment with Mountainville Academy is "at-will" regardless of any conversations or agreements made with the school representative who offers the job.

All offers of employment are conditional until the candidate fulfills all requirements established for the position.

Approved: 03/10
Revised: 04/16

6411 KEY POLICY (4202)

This policy is to ensure that Mountainville Academy facilities and property are only accessed for authorized purposes, ensuring health and safety while at the same time providing an open, safe, comfortable and efficiently run environment that contributes to meeting the teaching objectives of the School. Within this Key Policy, "key" or "keys" will mean: keys; key cards; access codes; passwords; any physical device, piece of information or process used to gain access to all or any part of the school; and any combination of these.

GUIDELINES

1. The School Leader shall provide specific guidelines to all school personnel concerning keys, and non-school time access procedures.
2. The School Leader shall designate an employee as Key Manager who shall maintain an inventory of all keys together with a record of school personnel to whom each key is issued, and maintain secure storage of master keys, duplicate keys and unassigned keys.
3. The School Leader and the Board of Trustees shall have authority to approve key requests. In general, the Board of Trustees will approve requests for Board members and the School Leader will approve requests for faculty, staff and others.
4. The Key Manager shall fulfill and record approved key requests. Upon request, the Key Manager will provide any key being stored to the School Leader or Board of Trustees.
5. The master key to school's exterior doors shall only be assigned by the approval of the Board of Trustees.
6. School personnel are issued keys for access to the building and parts thereof to facilitate their work at the school. Any other use of the building must be approved as outlined in the school's Facilities Use Policy.
7. In no instance will school personnel loan, duplicate, re-assign, or transfer their keys, other than to the Key Manager, School Leader, or Board of Trustees member.
8. Keys will be returned to the Key Manager upon request, or at the end of employment or assignment that requires keys.
9. The installation of new locks, or the re-keying of existing locks, must have prior approval of the School Leader, and must either: be keyed to allow access by an existing school master key; or have a duplicate of the key provided to the Key Manager for secure storage.
10. School personnel shall not use their keys to grant access to any part of the school to any person that does not have authorized keys to that part of the school, unless the person is accompanying and is being supervised by the school personnel.
11. Access to school building and grounds outside of designated school hours shall be limited to personnel whose work requires it or for activities that have been approved by the School Leader or Board of Trustees.
12. It shall be the responsibility of school personnel to secure the facility if they are accessing it outside of designated business hours. At no time shall students be allowed in the school building or part thereof without approved supervision.

Note: during public and school holidays the School Leader may restrict some access as required.

LOST/TEMPORARY KEYS

Lost keys/cards shall be reported immediately to the Key Manager and the School Leader. For any additional keys a Key Request Form must be filled out and signed by both the employee and the School Leader. Temporary keys can be issued for one-time use (through the Key Manager) for classroom assistance, or in cases where a key has become temporarily unavailable (for example, left at home). These must be returned within the agreed time-frame or a fee of $50 will be issued. If a key is not located and/or returned with 7 days it will be deemed lost and a fee for re-keying or replacing those locks affected up to and including the entire facility will be issued.

Approved: 08/07
Revised: 02/11

6412 STUDENT SUPERVISION (3307)

Staff members should never leave students unattended and without the supervision of a paid school employee or a school volunteer who has been fingerprinted and has had a background check.

No teacher, staff member, or administrator should be alone in a room with a student without an open door or an uncovered window.

Approved: 08/06

6413 SUBSTITUTE EMPLOYEE POLICY

In the event of absence, the employee is responsible to arrange his/her own substitute from a pool of approved substitutes. The employee must inform the school administration immediately upon the securing of a substitute. Failure to notify school administration of a substitute employee and employee leave can result in disciplinary action including termination. When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption to the daily routine of the school. In the event no substitute can be secured, the employee is not relieved from his/her Duties of Employment as outlined in the Employment Agreement.

Approved: 2007
Revised: 08/10

6414 VISITOR POLICY

Due to insurance liability purposes, non-employee visitors, friends or relatives (including children) are not allowed to be on the premises during an employee's scheduled work time other than for a brief visit while the employee is on an authorized rest or meal period. All visitors must be with the employee while on the premises.

Approved: 07/08

6415 SCHOOL PERSONNEL & MEDICAL RECOMMENDATIONS POLICY

Purpose

The purpose of this policy is to help school personnel understand legal restrictions in providing information and observations about students in an appropriate manner.

Definitions

As used in this section:

(a) "Health care professional" means a physician, physician assistant, nurse, dentist, or mental health therapist.

(b) "School personnel" means a school district or charter school employee, including a licensed, part-time, contract, or nonlicensed employee.

Child abuse is already covered under another policy. Emergency situations are already covered under another policy. Individuals with disabilities act is covered under another policy.

Policy

School personnel may provide information and observations to a student's parent or guardian about that student, including observations and concerns with regard to progress, health and wellness, social interactions, and behavior. School personnel may also communicate this information and observations amongst each other as necessary for appropriate guidance for student.

School personnel may also refer students to other appropriate school personnel as it is consistent with our policy, which may include referrals and communication with a school counselor or other mental health professional that is certified and working within the school system. Appropriate school personnel with adequate knowledge of the student may complete a behavioral health evaluation form if requested by a student's parent or guardian to provide information to a licensed physician.

School personnel shall NOT:

a) Recommend to a parent or guardian that a child take or continue to take a psychotropic medication;

b) Require that a student take or continue to take a psychotropic medication as a condition for attending school;

c) Recommend that a parent or guardian seek or use a type of psychiatric or psychological treatment for a child;

d) Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child, except where the Individuals with Disabilities Education Act and its amendments applied; or

e) Make a child abuse or neglect report to authorities, including the Division of Child and Family Services, solely or primarily on the basis that a parent or guardian refuses to consent to:

- A psychiatric or psychological, or behavioral treatment for a child, including the administration of psychotropic to a child or
- A psychiatric or behavioral health evaluation of a child

<u>An exception can be made only if failure to take action would result in serious, imminent risk to the child's safety or the safety of others.</u>

A school counselor or other mental health professional acting in accordance with Title 58, Chapter 60, Mental Health Professional Practice Act, or licensed through the State Board of Education, working within the school system may:

a) Recommend, but not require, a psychiatric or behavioral health evaluation of a child;

b) Recommend, but not require, psychiatric, psychological or behavioral treatment of a child;

c) Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child in accordance with 53A-13-302; and

d) Provide to a parent or guardian, upon the specific request of the parent or guardian, a list of three or more healthcare professionals or providers, including licensed physicians, psychologists, or other health care specialists.

Mountainville Academy will provide for training of appropriate school personnel on this policy as well as provide notice that intentional violation of this policy is cause for disciplinary action.

This policy is not intended to discourage general and normal discourse that is not expressly prohibited by this policy between school personnel and a student’s parent or legal guardian.

Approved: 3/17

6416 HIGHLY QUALIFIED EDUCATOR

Purpose

Mountainville Academy wants to have improved teacher quality at the local level. Teachers who meet these requirements are considered “highly qualified.”

Definitions

Policy

Teachers at Mountainville Academy are expected to meet criteria as highly qualified educator under current state and federal legislation. These requirements will be addressed during the hiring process or an alternative path to licensure will be pursued, if warranted.

A. For a teacher assignment in kindergarten through grade 3 in an elementary setting to be designated as highly qualified, the teacher shall have:

(1) a bachelor's degree;

(2) a Utah educator license with an early childhood area of concentration; and

(3) a passing score at the level designated by the Superintendent on a Board-approved content knowledge test.

For a teacher assignment in grades 1 through 8 in an elementary setting to be designated as highly qualified, the teacher shall have:

(1) a bachelor's degree;

(2) a Utah educator license with an elementary area of concentration; and

(3) a passing score at the level designated by the Superintendent on a Board-approved content knowledge test.

B. For a teacher assignment in grades 6 through 12 to be designated as highly qualified, the teacher shall have:

(1) a bachelor's degree;

(2) a Utah educator license with a secondary area of concentration and endorsement in the content area assigned; and

(3) at least one of the following in the assignment content area:

(a) a university major degree, master's degree, doctoral degree, or National Board Certification in a related core academic content area;

(b) a course work equivalent of a major degree (30 semester or 45 quarter hours) in a related core academic content area; or

(c) a passing score at the level designated by the Superintendent on a Board-approved content knowledge test in a related core academic content area; if no Board-approved test is available, an endorsement is sufficient for highly qualified status.

(4) An assignment in grades 7 or 8 in a secondary setting given to a teacher holding an elementary area of concentration may be designated as highly qualified if the teacher holds an endorsement in the content area and meets one of the requirements of Subsection R277-510-5(1)(c).

(5) The requirements described in this section only apply to core academic subject assignments.

(6) Each core academic course assignment in grades 6 through 12 is subject to the above standards.

Approved: 3/17

6500 Rights and Privacy

6501 STAFF RIGHTS

All staff has the right to (as applicable):

- Support and respect from school administration
- Support from parents
- A safe work environment
- Communicate with parents when the need arises in order to discuss concerns and/or problems. The staff has the right to expect parents to communicate with them in return.
- An environment that includes all necessary teaching supplies as well as adequate physical space
- Receive respect as a professional from both parents and students
- Receive proper training in the Utah State Core, the Core Knowledge Sequence, and other curricula, as well as in required teaching methodologies

Approved: 08/06

6502 WORKPLACE SEARCHES POLICY

Mountainville Academy reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school property. In addition, Mountainville Academy reserves the right to search any employee's office, desk, physical and digital files/computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, computers, lockers, and so forth, are the property of the school and are issued for the use of employees only during their employment with Mountainville Academy. Inspections may be conducted at any time at the discretion of the School Leader and/or Board of Trustees.

Violation of this policy, through refusal to cooperate, can result in disciplinary action up to and including termination.

Approved: 2007
Revised: 06/13

6503 BREASTFEEDING POLICY

In accordance with Utah Labor Code 34-49-202, Mountainville Academy shall allow employees to have reasonable breaks to breast feed or express milk for at least one year after giving birth. School administration will consult with the employee to determine the frequency and duration of breaks. Where possible, these shall run concurrent with any other break period already provided.

The location of these breaks will not be a bathroom or toilet stall, shall be maintained in a clean and sanitary condition, have an electrical outlet if needed, and shall provide privacy from the view of coworkers or the public.

Approved: 03/19

7000 General Information

7100 DATA GOVERNANCE PLAN

SCOPE AND APPLICABILITY

This policy is applicable to all employees, temporary employees, volunteers and contractors of the School. The policy must be used to assess agreements made to disclose data to third-parties. This policy is designed to ensure only authorized disclosure of confidential information. The following eight (8) subsections provide data governance policies and processes for Mountainville Academy (MA):

1. FURTHERMORE, THIS *MOUNTAINVILLE ACADEMY* DATA GOVERNANCE PLAN WORKS IN CONJUNCTION WITH THE IT SYSTEMS SECURITY PLAN (7200).

The following tables outlines individual Mountainville Academy staff and advisory group responsibilities.

Role	Responsibilities
MA Student Data Manager	1. Authorize and manage the sharing, outside of the education entity, of personally identifiable (PII) student data from a cumulative record for the education entity 2. Act as the primary local point of contact for the state student data officer. 3. A student data manager may share personally identifiable (PII) student data that are: a. of a student with the student and the student's parent b. required by state or federal law c. in an aggregate form with appropriate data redaction techniques applied d. for a school official e. for an authorized caseworker or other representative of the Department of Human Services or the Juvenile Court

	f. in response to a subpoena issued by a court. g. directory information (allowing the parent to opt-out of being in the directory) h. submitted data requests from internal (staff and contractors) or external researchers or evaluators, which requires approval by the executive committee before data can be disclosed. i. create and maintain a list of all Mountainville Academy staff that have access to personally identifiable (PII) student data. 4. Ensure annual LEA level training on data privacy to all staff members, including volunteers. Document all staff names, roles, and training dates, times, locations, and agendas.
IT Systems Security Manager	1. Acts as the primary point of contact for state student data security administration in assisting the board to administer this part; 2. Ensures compliance with security systems laws throughout the public education system, including: a. providing training and support to applicable Mountainville Academy employees; and b. producing resource materials, model plans, and model forms for LEA systems security; 3. Investigates complaints of alleged violations of systems breaches; 4. Provides an annual report to the board on Mountainville Academy's systems security needs
Governance Committee	1. Review state law and rule regularly to ensure data security policies are in compliance.
Staff	1. Receive annual data privacy training. 2. Sign annual Mountainville Academy Compensation Agreement which includes non-disclosure assurances.

	3. Protect logins, passwords, and all student data as directed in training.

EMPLOYEE NON-DISCLOSURE ASSURANCES

Employee non-disclosure assurances are intended to minimize the risk of human error and misuse of information.

1. SCOPE

All Mountainville Academy board members, employees, contractors and volunteers (if the contractor or volunteer has direct access to PII) must sign and obey the Mountainville Academy Compensation Agreement or equivalent non-disclosure agreement.

2. NON-COMPLIANCE

Non-compliance with the agreements may result in consequences outlined in 3113 Volunteer Service and 6304 Disciplinary Action Non-Disclosure Assurances

All student data utilized by Mountainville Academy is protected as defined by the Family Educational Rights and Privacy Act (FERPA) and Utah statute. This policy outlines the way Mountainville Academy staff is to utilize data and protect personally identifiable and confidential information. A signed agreement form is required from all Mountainville Academy staff to verify agreement to adhere to/abide by these practices. All Mountainville Academy employees (including contract or temporary) will:

1. Complete a Security and Privacy Fundamentals Training.

2. Complete a Security and Privacy Training for Researchers and Evaluators, if your position is a research analyst or if requested by the Chief Privacy Officer.

3. Consult with Mountainville Academy's Student Data Manager when creating or disseminating reports containing data.

4. Use password-protected state-authorized computers when accessing any student-level or staff-level records.

5. NOT share individual passwords for personal computers or data systems with anyone.

6. Log out of any data system/portal and close the browser after each use.

7. Store sensitive data on appropriate-secured location. Unsecured access and flash drives, DVD, CD-ROM or other removable media, or personally owned computers or devices are not deemed appropriate for storage of sensitive, confidential or student data.

8. Keep printed reports with personally identifiable information (PII) in a locked location while unattended, and use the secure document destruction service when disposing of such records.

9. NOT share personally identifying (PII) data during public presentations, webinars, personal discussions not necessary for job duties, etc. If users need to demonstrate child/staff level data, demo records should be used for such presentations.

10. Redact any personally identifiable information (PII) when sharing sample reports with general audiences, in accordance with guidance provided by the student data manager, found in Appendix B (Protecting PII in Public Reporting).

11. Take steps to avoid disclosure of personally identifiable information (PII) in reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.

12. Delete files containing sensitive data after using them on computers, or move them to secured servers or personal folders accessible only by authorized parties.

13. NOT use email to send screenshots, text, or attachments that contain personally identifiable (PII) or other sensitive information. If users receive an email containing such information, they will 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.

14. Use secure methods when sharing or transmitting sensitive data. The approved method is Mountainville Academy s Secure File Transfer Protocol (SFTP) website or HTTPS browser uploaded file to a secured location (both and all should be encrypted protocols). Also, sharing within secured server folders is appropriate for Mountainville Academy internal file transfer.

15. NOT transmit child/staff-level data externally unless expressly authorized in writing by the data owner and then only transmit data via approved methods such as described in item ten.

16. Limit use of individual data to the purposes which have been authorized within the scope of job responsibilities.

3. DATA SECURITY AND PRIVACY TRAINING

A. Purpose

Mountainville Academy will provide a range of training opportunities for all staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

B. Scope

All Mountainville Academy board members, employees, and contracted partners.

C. Compliance

Users of any type that do not comply may not be able to use Mountainville Academy networks or technology.

D. Policy

1. Within the first week of employment or volunteer positions needing training, all board members, employees, and contracted partners must sign and follow the Employee Acceptable Use Policy and/or the Non-Disclosure Agreement, which describes the permissible uses of state technology, information, and data.

2. All current board members, employees, and contracted partners are required to participate in an annual Security and Privacy Fundamentals Training Curriculum within 60 days of the adoption of this rule.

3. Participation in the training as well as a signed copy of the Employee Compensation/Confidentiality Agreement or Nondisclosure Agreement will be annually monitored by supervisors. Supervisors and the board secretary will annually report all Mountainville Academy board members, employees, and contracted partners who do not have these requirements completed to the IT Security Manager.

DATA DISCLOSURE

1. PURPOSE

This policy establishes the protocols and procedures for sharing data maintained by Mountainville Academy. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99 and Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401.

2. POLICY FOR DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

A. Student or Student's Parent/Guardian Access

Parents are advised that the records maintained by Mountainville Academy are provided to Mountainville Academy by the school in which their student is/was enrolled, and access to their student's record can be obtained from the student's school. In accordance with FERPA regulations 20 U.S.C. § 1232g (a)(1) (A) (B) (C) and (D), LEAs will provide parents with access to their child's education records, or an eligible student access to his or her own education records (excluding information on other students, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access), within 45 days of receiving an official request. LEAs are not required to provide data that it does not maintain, nor is Mountainville Academy required to create education records in response to an eligible student's request.

B. Third Party Vendor

Third party vendors may have access to students' personally identifiable information if the vendor is designated as a "school official" as defined in FERPA, 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii). A school official may include parties such as: 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.

All third-party vendors contracting with Mountainville Academy must be compliant with Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401. Vendors determined not to be compliant may not be allowed to enter into future contracts with Mountainville Academy without third-party verification that they are compliant with federal and state law, and board rule.

C. Governmental Agency Requests

Mountainville Academy may NOT disclose personally identifiable information (PII) of students to external persons or organizations to conduct research or evaluation that is NOT directly related to a state or federal program reporting requirement, audit, or evaluation. The requesting governmental agency must provide evidence the federal or state requirements to share data in order to satisfy FERPA disclosure exceptions to data without consent in the case of a federal or state

i. reporting requirement

ii. audit

iii. evaluation

The Coordinator of Data and Statistics will ensure that the request is in accordance with state and federal law.

3. POLICY FOR EXTERNAL DISCLOSURE OF NON-PERSONALLY IDENTIFIABLE INFORMATION (PII)

Mountainville Academy does NOT disclose PII for external data requests by default, except as otherwise defined in this policy.

4. DATA DISCLOSURE TO A REQUESTING EXTERNAL RESEARCHER OR EVALUATOR

Responsibility: The Coordinator of Data and Statistics will ensure the proper data are shared with external researcher or evaluator to comply with federal, state, and board rules.

Mountainville Academy may not disclose personally identifiable information (PII) of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program audit or evaluation. Data that does NOT disclose PII may be shared with external researcher or evaluators for projects unrelated to federal or state requirements if:

A. A Mountainville Academy Director or board member committee sponsors an external researcher or evaluator request.

B. Student data is NOT PII and is de-identified through disclosure avoidance techniques and other pertinent techniques as determined by the Coordinator of Data and Statistics.

C. Researchers and evaluators supply the Mountainville Academy a copy of any publication or presentation that uses Mountainville Academy data 10 business days prior to any publication or presentation.

Process: Research Proposal must be submitted using this form: http://www.schools.utah.gov/data/Data-Request/ResearcherProposal.aspx. The proposal will be sent to State of Privacy Dept and dealt with according to their procedures.

DATA BREACH

1. PURPOSE

Establishing a plan for responding to a data breach, complete with clearly defined roles and responsibilities, will promote better response coordination and help educational organizations shorten their incident response time. Prompt response is essential for minimizing the risk of any further data loss and, therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals.

2. POLICY

Mountainville 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 (PII), staff shall follow industry best practices outlined in the IT Systems Security Policy for responding to the breach. Further, Mountainville 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 IT security manager who will collaborate with appropriate members of the executive committee to determine whether a security breach has occurred. If the data breach response team determines that one or more employees or contracted partners have substantially failed to comply with IT Systems Security Policy and relevant privacy policies, they will identify appropriate consequences in accordance with 3113 Volunteer Service or 6304 Disciplinary Policy. Concerns about security breaches that involve the IT Security Manager must be reported immediately to the School Leader.

Mountainville Academy will provide and periodically update, in keeping with industry best practices, resources for Utah LEAs in preparing for and responding to a security breach. Mountainville Academy will make these resources available on its website.

RECORD RETENTION AND EXPUNGEMENT

1. PURPOSE

Records retention and expungement policies promote efficient management of records, preservation of records of enduring value, quality access to public information, and data privacy.

2. SCOPE

Mountainville Academy board members and staff.

3. POLICY

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.

Mountainville Academy maintained student-level discipline data will be expunged after three years.

QUALITY ASSURANCES AND TRANSPARENCY REQUIREMENTS

1. PURPOSE

Data quality is achieved when information is valid for the use to which it is applied, is consistent with other reported data and users of the data have confidence in and rely upon it. Good data quality does not solely exist with the data itself, but is also a function of appropriate data interpretation and use and the perceived quality of the data. Thus, true data quality involves not just those auditing, cleaning and reporting the data, but also data consumers. Data quality at is addressed in five areas:

2. Data Governance Structure

The data governance policy is structured to encourage the effective and appropriate use of educational data. The data governance structure centers on the idea that data is the responsibility of all stakeholders and that data driven decision making is the goal of all data collection, storage, reporting and analysis. Data driven decision making guides what data is collected, reported and analyzed.

3. Data Requirements and Definitions

Clear and consistent data requirements and definitions are necessary for good data quality. On the data collection side, the Utah State Board of Education (USBE) communicates data requirements and definitions to Mountainville Academy through the Data Clearinghouse Update Transactions documentation (see http://www.schools.utah.gov/computerservices/Data-Clearinghouse.aspx).

On the data reporting side, the production and presentation layers provide standard data definitions and business rules. Data Stewards coordinate data releases through the Data Stewards Group meetings. All data released includes relevant data definitions, business rules, and are date stamped. Further, Data and Statistics produces documentation, trainings and FAQs on key statistics and reports, such as AYP, graduation rate and class size.

4. Data Collection

Data elements should be collected only once—no duplicate data collections are permitted. Where possible, data is collected at the lowest level available (i.e. at the student/teacher level). Thus, there are no aggregate data collections if the aggregate data can be derived or calculated from the detailed data.

For all new data collections, USBE provides to Mountainville Academy clear guidelines for data collection and the purpose of the data request. USBE also notifies Mountainville Academy as soon as possible about future data collections. Time must be given to schools in order for them to begin gathering the data needed.

5. Data Auditing

Data and Statistics Data Analysts perform regular and ad hoc data auditing. They analyze data in the warehouse for anomalies, investigate the source of the anomalies, and work with IT and/or schools in explaining and/or correcting the anomalies. Data Analysts also work with School Finance to address findings from the Auditors.

DATA TRANSPARENCY

Annually, Mountainville Academy will update:

- Metadata Dictionary as described in Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401

References: 53A-1-1401, 53A-1-1405, R277-487

Approval: 09/2017
Revised: 01/20

7200 IT SYSTEMS SECURITY POLICY

1. Purpose

The purpose of this policy is to ensure the secure use and handling of all school data, computer systems and computer equipment by Mountainville Academy students, patrons, and employees.

2. Policy

Technology Security

It is the policy of the Mountainville Academy to support secure network systems in the school, including security for all personally identifiable information (PII) that is stored on paper or stored digitally on school-maintained computers and networks. This policy supports efforts to mitigate threats that may cause harm to the school, its students, or its employees.

The school will ensure reasonable efforts will be made to maintain network security.

All persons who are granted access to the school network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of school devices and the network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact the School Leader with the relevant information.

This policy and procedure also covers third party vendors/contractors that have access to the network, or have access to critically sensitive data. All contracted third party entities will be required to sign the Restriction on Use of Confidential Information Agreement before accessing our systems or receiving information with PII or other confidential data.

It is the policy of Mountainville Academy to fully conform with all federal and state privacy and data 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.

Professional development for staff and awareness training for students regarding the importance of network security and best practices are included in the procedures. The procedures associated with this policy are consistent with general guidelines provided by cyber security professionals and in accordance with Utah Education Network and the Utah State Office of Education. Mountainville Academy supports the development, implementation and ongoing improvements for a robust security system of hardware and software that is designed to protect Mountainville Academy's data, users, and electronic assets.

3. Procedure

Definitions:

- Access: Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.
- Authorization: Having the express or implied consent or permission by an authorized staff member, or of the person authorized by the school leader 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. This includes mobile devices as well as desktop devices.

- Computer system: A set of related or unrelated, connected or unconnected devices, software, or other computer equipment using a network (private or public) to communicate, process and/or share data.
- Computer network: The interconnection of communication or telecommunication lines between: computers; or computers and remote devices; or the interconnection by wireless technology between: computers; or computers and remote devices.
- Computer property: Includes electronic media, electronically produced data (at rest or in transit), software of any type, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of items stated herein.
- Confidential: Data of any type (text, video, etc.) 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 : A process that masks data using a "Key Value" to change the data into a different view. The "Key Value" is then needed to "decrypt" the data in it's original format.
- Encrypted data : Data that has been "encrypted" with a "Key Value". This data cannot be seen its original format unless it has been "decrypted" with the same "Key Value".
- Personally Identifiable Information (PII): Any data that could 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 can be considered Protected data. This includes but is not limited to Name, Address, Phone #'s, SSN, Student Numbers, etc.
- Security system: A computer, computer system, network, or computer property that has some form of access control technology implemented, 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 (PII), financial data, payment data and similar domains of data.
- System Administrator level: Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

Training

- Mountainville Academy's school leader shall ensure that all school employees having access to sensitive information undergo annual IT

security training which emphasizes their personal responsibility for protecting student and employee information.

- Mountainville Academy's School Leader shall ensure that all students are informed of Cyber Security Awareness.

Physical Security

- Computer Security
  - Mountainville Academy shall ensure that any user's computer must not be left unattended and unlocked. Automatic timed log off, timed and manual screen locks with password screen savers should be used to enforce this requirement.
- Server/Network Room Security
  - Mountainville 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 District office areas. Access control shall be enforced using either keys, electronic card readers, or similar method with only those IT or other staff members having access necessary to perform their job functions are allowed unescorted access.
- 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 confirmed directly by the authorized employee who issued the service request or by Mountainville Academy's Technology Department.

Network Security

- Network perimeter controls (such as firewalls, anti-virus utilities, etc.) will be implemented to regulate traffic moving between trusted internal school resources and external, untrusted (Internet and local network) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.
- Network Segmentation
  - Mountainville Academy shall ensure that all untrusted and public access computer networks are virtually (vs physically) separated from main computer networks and utilize security policies to ensure the integrity of those computer networks.
  - Mountainville Academy will utilize industry standards and current best practices to segment internal computer networks based on the

data they contain. This will be done to prevent unauthorized users from accessing services unrelated to their job duties and minimize potential damage from other compromised systems.

- Wireless Networks
  - No wireless access point shall be installed on Mountainville Academy's computer network that does not conform with Mountainville Academy current network standards as defined by the contracted IT Service provider.
  - All wireless access networks shall conform to current best practices and shall utilize at minimal WPA encryption (or similar) for any connections.
- Remote Access
  - Mountainville Academy shall ensure that any remote access with connectivity to the school's internal network is achieved using the schools centralized VPN service that is protected by multiple factor authentication systems. Any exception to this policy must be due to a service provider's technical requirement.

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 or instructional need-to-have requirement.
- Authentication
  - Mountainville Academy shall enforce strong password management for employees, students, and contractors.
  - Password Protection
    - Passwords must not be shared with anyone. All passwords are to be treated as sensitive, Confidential information.
    - Passwords must not be inserted into email messages or other forms of electronic communication.
    - Passwords must not be revealed over the phone to anyone.
    - Do not reveal a password on questionnaires or security forms.
    - Do not hint at the format of a password (for example, "my family name").
    - Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.
- Authorization

        - Mountainville Academy shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.
        - Mountainville Academy shall ensure that user access should be granted and/or terminated upon timely receipt, and management's approval, of a documented access request/termination.
    - Accounting
        - Mountainville 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 policy/ configuration, and failed attempts to access objects by unauthorized users, etc.
    - Administrative Access Controls
        - Mountainville 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

- Monitoring and responding to IT related incidents will be designed 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, IT will develop a business continuity/disaster recovery plan appropriate for the size and complexity of school rations.
- Mountainville Academy shall develop and deploy a school-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, such as another location.

Malicious Software

- Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.
- Mountainville Academy shall install, distribute, and maintain spyware and virus protection software on all owned equipment, i.e. servers, workstations, and laptops.
- Mountainville 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.
- Mountainville 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.
- All computers must use the school approved anti-virus solution.

Internet Content Filtering

- In accordance with Federal and State Law Mountainville Academy shall filter internet traffic for content defined in law that is deemed harmful to minors.
- Mountainville Academy acknowledges that technology based filters are not always effective at eliminating harmful content and due to this, Mountainville Academy uses a combination of technological means and supervisory means to protect students from harmful online content.
- Students shall be supervised when accessing the internet and using school owned devices on school property.

Data Privacy

- Mountainville Academy considers the protection of the data it collects on students, employees and their families to be of the utmost importance.
- Mountainville 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").
- Mountainville Academy shall ensure that employee records access 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

- Mountainville Academy shall perform routine security and privacy audits as directed by the technology committee.

Employee Disciplinary Actions

Employee disciplinary actions shall be in accordance with applicable laws, regulations and school policies. Any employee found to be in violation may be subject to disciplinary action up to and including termination of employment with Mountainville Academy.

Approval: 9/17