

SOLDIER
HOLLOW
CHARTER
SCHOOL



Policy Manual

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Introduction

01—Board Governance (As stated in the charter)

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

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

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

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

educational philosophy, classroom management policy and administrative structure of the school.

The Board of Directors will:

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

Behavioral Expectations:

While at school, Board members will be mindful of the different roles they play: parent, volunteer, Board member, ect. A Board member shall not use their position of authority while acting in their parent or volunteer roles. Board members shall foster good relationships with the principal and staff.

Board members will exemplify integrity, honesty and respect. A dedication and commitment to the vision of Soldier Hollow Charter School shall be a top priority for all Board members. At meetings, Board members will respect and listen to ideas presented by other Board members. Professionalism is expected in all situations. Board members will recognize the importance of speaking in a unified voice when discussing Board related issues with the school community. When receiving criticisms from parents or others about staff or other Board members, the Board member will direct the speaker to the Board member/staff member who is involved in the situation Board members will never speak negatively about staff or other Board members to the school community or parties outside the school community. Conflicts will be resolved with the people with whom the conflict was created. Board members will commit to resolving conflict directly with each other or with the appropriate staff member and not share the conflict with anyone outside of the conflict, including other parents, other staff members or the media. Any Board member involved in a conflict that can not be resolved will put the vision of the school first and step down from the Board. The Board members shall sign an agreement that they will abide by the above expectations.

01-102—Committee Policy

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

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

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

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

- Curriculum
- Public Relations
- Technology
- Safety

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

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

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

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

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

The Board designates elected members of the Board and the Director as the members of the School Land Trust Committee. An additional member of the school staff will be elected annually by the staff to serve on the School Land Trust Committee. The School Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Utah Code Section [53F-2-404](#).

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

01-102—Conflict of Interest Policy

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

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

POLICY AND PRACTICES

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

within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with School must submit a written request for a temporary leave of absence to the Secretary of the School Board, c/o School's office, indicating the time period of the leave. The Secretary of School will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the School.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending School's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with School or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

Conflict of Interest Disclosure Form

Soldier Hollow Charter School

This form must be filed annually by all specified parties, as identified in the School's Conflict of Interest Policy Statement (ratified by the School's Board of Directors on *May 9, 2019*).

____ I have no conflict of interest to report

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

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

Signature

Printed Name

Date

01-103—Complaint Policy

Definitions:

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

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

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

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

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

Procedure

Step I:

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

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

Step II:

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

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

Step III:

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

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

Step IV:

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

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

part and amend in part.

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

MISCELLANEOUS PROVISIONS

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

COMPLAINT FORM

NAME _____

POSITION/TITLE _____

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

DAYTIME PHONE _____

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

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

STEP 1 INFORMAL RESOLUTION

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

STEP 2 FORMAL COMPLAINT

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

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

_____ Total number of pages attached _____

3. The resolution or remedy you want. _____

_____ Total number of pages attached _____

4. Complainant signature and date filed with administration.

Grievant's Signature

Date

Administrator's Signature

Date received

STEP 3 FORMAL COMPLAINT

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

01-104—Records Management Policy

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

A. Records Management

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

B. Records Classification

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

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

D. Appeals Process

a. Appeals to the Board of Trustees

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

E. Copying School Records

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

F. Retention of School Records

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

01-105—Sponsorship and Material Display or Distribution Policy

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

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

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

SPONSORSHIP OF FACILITIES OR ACTIVITIES

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

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

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

SCHOOL PUBLICATIONS AND PRINTED MATERIALS

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

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

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

01-106—Board Member Code of Conduct

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

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

01-107—Governance Process Policy

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

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

The board shall produce within the above limitations:

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

01-108—Board to Administration Delegation Policy

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

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

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

01-109—Costs of Governance Policy

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

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

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

01-110—Executive Limitations

Global Executive Limitations Policy

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

Treatment of Students

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

The Principal/ Director shall not:

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

Treatment of Parents

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

The Principal/ Director shall not:

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

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

Hiring of Staff

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

The Principal/Director shall not:

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

Treatment of Staff

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

The Principal/Director shall not

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

Financial Planning/Budgeting

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

There will be no financial plans that

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

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

Financial Condition and Activities

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

The Principal/Director shall not

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

Emergency Principal/Director Succession

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

Asset Protection

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

The Principal/Director shall not

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

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

Compensation and Benefits

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

The Principal/Director shall not:

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

Communication and Support to the Board

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

The Principal/Director shall not:

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

Outcomes Focus of Grants or Contracts

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

The Principal/Director shall not:

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

01-111—Data Management

Ownership and Oversight:

Soldier Hollow Charter School owns and protects its data by using school-issued computers that are backed up daily. Student information is stored in the state Student Information System (SIS) and a secure lottery system operated. The lottery system is held off site and backed up daily.

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

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

Data Security and Compliance

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

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

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

Data Archiving and Retention

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

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

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

Academic Data

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

Data will be gathered electronically by the state for these tests. When the school receives the results, a team will disaggregate the results in a variety of ways to determine any gaps in achievement. The resulting information will then guide focused intervention on a class wide, individual, or student population level as necessary.

01-112—Policy Development

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

02—Facilities, Safety, and Risk Management

02-101—Facilities Usage Policy

1.0 Purpose

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

2.0 Definition

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

3.0 Use of School Facilities

3.1 Primary Use of School Facilities

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

3.2 Secondary Use of School Property and Facilities

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

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

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

3.2.2 Community Use

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

3.2.3 Charitable or Non-Profit Use

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

3.2.4 Commercial Use

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

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

3.2.5 Other Uses and Limitations

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

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

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

4.0 Application and approval for rental of school facilities

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

4.1 Procedures

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

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

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

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

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

4.2 Restrictions

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

5.0 Rental Fees and Costs

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

5.1 Determination of Fees

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

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

5.2 Classification for Use of School Facilities

5.2.1 No Cost

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

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

5.2.3 Actual Cost

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

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

5.2.4 Commercial Rates

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

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

5.3 Security Deposit

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

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

5.4 Additional Costs

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

5.4.1 Equipment and Services

PE and sports equipment

Audio and visual equipment

Pianos and musical instruments

Kitchen appliances

Set up of equipment and chairs/tables

5.4.2 Personnel

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

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

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

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

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

5.4.3 Loss, Damage or Excessive Mess

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

5.4.4 Collection of Fees

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

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

6.0 Regulations for Use

6.1 Supervision

Facilities may not be left without supervision while occupied.

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

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

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

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

6.2 Liability Coverage

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

6.3 Regulations for Equipment Use

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

6.4 Other Regulations for Use

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

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

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

7.0 Application Packet/Instructions/Permit etc.

Use of Premises Agreement

SECTION ONE--DESCRIPTION OF PREMISES

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

_____.

SECTION TWO--TERM

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

_____, from _____ to _____ on _____.

SECTION THREE--USE OF PREMISES

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

_____.

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

SECTION FOUR--RESTRICTIONS ON USE

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

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

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

SECTION FIVE--WASTE, NUISANCE, OR UNLAWFUL ACTIVITY

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

SECTION SIX--REPAIRS AND MAINTENANCE

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

SECTION SEVEN--SECURITY OF PREMISES

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

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

SECTION EIGHT--NONLIABILITY OF SCHOOL FOR DAMAGES

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

SECTION NINE--ENTIRE AGREEMENT

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

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

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

[Signatures and date(s) of signing]

8.0 Rental Fee Schedules

8.1 Include fee schedule (see Charter Solutions template) here.

02-102—Building Access Policy

SECTION ONE--PURPOSE

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

SECTION TWO--PROHIBITED ACCESS

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

SECTION THREE--LIABILITY

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

SECTION FOUR--VIOLATIONS

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

SECTION FIVE--USER AGREEMENT ON BUILDING ACCESS

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

[Signature of employee or user]

[Date]

[Employee’s or user’s name printed]

[Means of access provided]

02-103—Reporting of Suspected Child Abuse or Neglect

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

Administration Procedures

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

Guidelines

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

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

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

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

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

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

02-104—Nutrition and Wellness Policy

Purpose and Philosophy

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

Opportunities for Physical Education and Physical Activity

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

Opportunities for Nutrition Education

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

Nutrition Guidelines for Foods Available in Schools

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

Monitoring and Policy

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

02-105—Safe Walking Policy

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

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

02-106—Harassment Policy

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

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

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

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

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

02-107—Safe School Policy

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

DEFINITION

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

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

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

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

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

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

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

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

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

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

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

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

Parent: parent or legal guardian.

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

Soldier Hollow Charter School shall provide parents and students with a written mission statement for the school that should be included in a school procedures handbook and provided to parents.

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

PROVISIONS GOVERNING THE CONDUCT OF SCHOOL AGE INDIVIDUALS:

Students shall:

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

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

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

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

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

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

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

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

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

A. immediate student suspension:

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

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

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

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

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

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

F. The administrator shall document the disciplinary action taken.

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

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

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

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

Board of Trustees-Level Hearings:

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

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

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

RESPONSIBILITY OF PARENT FOR SUSPENDED OR EXPELLED STUDENT:

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

A. The parent or legal guardian shall work with designated school officials to determine how that responsibility might best be met through private education, an alternative program offered

by or through the school, or other alternatives which will reasonably meet the educational needs of the student.

B. Costs for educational services which are not provided by Soldier Hollow Charter School are the responsibility of the parent.

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

STUDENTS WITH DISABILITIES:

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

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

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

I. Weapons and Controlled Substance Violations

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

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

i. Violation Related to Student's Disability: The student's IEP team must meet to determine an interim alternative educational setting (IAES) to which the student may be removed for up to 45 school days. The team must also conduct a functional behavioral assessment (FUBA) and develop a behavior intervention plan (BIP) if these have not already been accomplished. If a FUBA and BIP have already been completed, the IEP team will review these and make revisions as appropriate. The purpose of the BIP is to reduce or eliminate the likelihood that the behavior causing the removal from school will recur in the interim alternative educational setting and in the student's school upon his/her return. In an LAES, the student must receive services which allow him/her to progress in the general curriculum and to advance appropriately toward meeting the goals specified on his/her IEP.

ii. Violation Not Related to Student's Disability: If the manifestation determination procedure indicates that the weapons or drug violation was not related to the student's disability, the student may be removed from school on the same basis as would a student without a disability. However, during this removal the school must provide services necessary to enable the student to progress in the general curriculum and appropriately advance toward meeting the goals set forth in his/her IEP.

iii. Dangerousness: A due process hearing officer may order the removal of a student to an interim alternative educational setting (IAES) for up to 45 days if in an expedited due process hearing, s/he determines that the school has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others, considers the appropriateness of the student's current placement, considers that the school has made reasonable efforts to minimize the risk of harm in the student's current placement, determines that the IAES proposed by the school in concert with the student's special education teacher meets requirements of addressing the student's behavior and offering services so that the student can progress in his/her general and special education programs.

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

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

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

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

THREATS OF SUICIDE:

The school shall:

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

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

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

GANG RELATED ACTIVITY:

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

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

1. advocating or promoting a gang or any gang-related activities;
2. marking school property, books, or school work with gang names, slogans, or signs;
3. conducting gang initiations;
4. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
5. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv) by a person's presence or support;

6. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the school environment; and
7. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.; or
8. any combination of the preceding indices or activities.

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

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

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

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

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

02-108—Traffic and Arrival and Departure Policy

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

02-109—Emergency Response Policy

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

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

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

02-210 National School Lunch Program Policy

Soldier Hollow Charter School has entered into an agreement to participate in the National School Lunch Program, and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The Child Nutrition Program will provide free or reduced price meals to all qualifying students as determined by the state and the appropriate district officials in accordance with family income standards, regulations, and procedures that have been prescribed by the United States Department of Agriculture.

School Administration shall ensure that all applicable regulations of the National School Lunch Program are followed. Administrative procedures shall ensure that:

Applications

1. Applications for free and reduced meal benefits can be submitted online or in person.
2. Parents may submit an application anytime during the school year.
3. Parents may also re-submit an application if there are changes in the household. An example would be a change of income due to job loss or additional household members such as the birth of a baby.

Payments

4. If students qualify for free or reduced priced school meals, their meals are reimbursed in whole or in part with federal funds. Otherwise, the meal reimbursement is minimal and parents are expected to pay for their student's meals.
5. Schools receive partial reimbursement for meals served to students who do not qualify for free meals. Parents must make payments to student's account to make up the difference between the federal reimbursement and the cost of the meal.
6. Payments can be made either in person, by mail, or online by using debit or credit cards.
7. Payments should clearly indicate the account(s) to which the funds should be credited with students' name(s) and amount.

Delinquency

8. If an account is delinquent and partial payment is sent the school will apply payments to the purchase of the current day's meal first, and the payment of past due accounts second.
9. The school will identify student accounts that do not have adequate balances daily and parents will be notified daily by phone, text or email, to allow parents to indicate how they wish to make payments.
10. The school shall maintain documentation of attempts to contact parents and collect delinquent funds.
11. Contact about delinquent accounts for grades are made from adult to adult and will not involve a child.

03—Students

03-101—School Fees and Waivers

I. Board Policy

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

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

II. Administration Policy

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

Guidelines

A. Definitions

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

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

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

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

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

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

B. Standards

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

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

denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:

1. Staff shall administer the policy and grant waivers;
 2. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.
 3. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;
 4. Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;
 5. Parents are given the opportunity to review proposed alternatives to fee waivers;
 6. An appeal process is available, including the opportunity to appeal to the board or its designee; and
 7. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.
- vi. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Soldier Hollow Charter School may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
- vii. Charges for yearbooks, spirit items and clothing, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

03-102—Attendance Policy

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

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

Guidelines

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

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

Student Membership Eligibility

Student membership at Soldier Hollow Charter School means that a student is enrolled and on the current membership roll of a school class at SHCS as of a given date. It does not mean the student is in attendance on a given date, only that they are on the roll. Students generate funding by being in membership. In order to be eligible to generate funding, the student must meet the following requirements:

- A student cannot have previously completed schooling through the 8th grade unless an exception under an IDEA consideration has been determined.
- A student may not be enrolled in a Youth in Custody (YIC) program with a YIC time code other than ISI-1 or ISI-2. ("ISI-1" is a student who receives 1 to 59 minutes of YIC related services during a typical school day. "ISI-2" is a student who receives 60 to 179 minutes of YIC related services during a typical school day).
- A student may not have ten consecutive *unexcused* absences and be considered in "membership." Membership should stop generating on the 11th day after the consecutive

absences but may begin generating as soon as the student returns to school or has an excused absence. This designation and procedure are called the “Ten Day Rule.”

- A student must be a resident of Utah as defined under Sections 53A-2-201 through 213 of the Utah State Code.

A student must be of compulsory school age

03-103—Enrollment Policy

Statement of Disclosure

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

Enrollment

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

Preferences

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

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

Lottery

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

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

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

Dual Enrollment

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

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

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

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

I. Purpose

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

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

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

II. Definitions

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

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

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

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

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

a. is intended to cause distress and harm;

b. exists in a relationship in which there is an imbalance of power and strength; and

c. is repeated over time.

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

C. "Cyberbullying" means:

1. using the Internet, a cell phone, or another device to

2. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual,

3. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

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

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.

2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.

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

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

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

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

G. "Parent" means a student's guardian.

H. "Retaliation" means an act of communication intended:

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

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

J. "School employee" means:

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

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

III. Prohibitions

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

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

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

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

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

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

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

IV. Actions Required if Prohibited Acts are Reported

A. Each reported complaint will include:

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

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

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

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

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

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

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

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

F. Actions must also include, as appropriate:

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

V. Investigations

XYZ School will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The XYZ School Investigators [insert name/s of at least 2 school employees, preferably one male and one female, in appropriate positions of authority, who

are responsible to receive, investigate, and respond to reports] will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the procedures below [insert procedures by which reports are to be made to the School Investigators].

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

VI. Training

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

1. This training will address:

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

2. The school shall:

- a. distribute this policy annually to employees, parents, and students;
- b. require each employee, parent, and student to sign a statement annually acknowledging receipt of the policy; and
- c. keep a copy of each signed statement

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

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

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

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

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

VII. Additional Notes

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

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

C. A student assessment of the prevalence of bullying in XYZ School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas, will be provided on a bi-annual basis.

D. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, hazing, or harassment incident creates a substantial disruption to the

school environment, under *Tinker v. Des Moines*, XYZ School may take disciplinary action against the student who initiated the speech. Factors that XYZ School may consider in determining whether a substantial disruption has occurred are:

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

03-105—Student Discipline Policy

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

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

- A. Student Code of Conduct
 1. The school director shall develop a student code of conduct in cooperation with faculty, parents, and students. The school code of conduct shall be consistent with this policy and other school policies.
 2. A copy of the school policies and student code of conduct, as amended each year, shall be distributed to students and/or parents prior to or during the first week of school each year. Students enrolling after the beginning of the school year shall be provided a copy of the school policies and student code of conduct at the time of registration. Teachers will be given a copy of the student code of conduct prior to the beginning of the school year.
- B. Dangerous or Disruptive Conduct: The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on school property and at or traveling to school-sponsored activities.
 1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
 2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
 - a. Possession or distribution of drugs or alcoholic beverages.
 - b. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
 - c. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
 - d. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.

- e. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
 - f. Criminal Mischief—willful or malicious injury or damage in excess to public property or to real or personal property belonging to another.
 - g. Battery—the unlawful and intentional touching or striking of another person against his or her will.
 - h. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
 - i. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.
 - j. Gang-related Activity—dangerous or disruptive activity, which may include but is not necessarily limited to the following:
 - (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang;
 - (2) using a name which is associated with or attributable to a gang;
 - or
 - (3) designating turf or an area for gang activities, occupation, or ownership.
 - k. Bullying—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.
 - (1) Physical bullying: hitting and/or punching
 - (2) Verbal bullying: teasing or name calling
 - (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression
 - (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging
 - l. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene or pornographic materials.
3. Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students that

fail to report such behavior are subject to appropriate disciplinary sanctions.

C. Due Process Procedures and Disciplinary Action

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

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

INTERVENTIONS

Referral to:

- (1) anger management/self-discipline classes;
- (2) court/ law enforcement agency;
- (3) school guidance specialist; or

(4) Division of Family Services, Child Protective Services or other agency.

SANCTIONS

(5) behavior contract;

(6) community or school service;

(7) in-school suspension;

(8) lunch/after-school detention; (parent or guardian shall be contacted prior to after school detention for students in grades K-6)

(9) restitution for damage/harm;

(10) parent/guardian attending class with student (requires teacher permission).

REMOVAL

(11) short-term suspension less than or equal to 10 days

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

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

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

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

Withdrawal/Transfer Policy & Procedures

Notice to Parents Regarding Un-enrollment of their Student from a Charter School

Utah state law establishes procedures that govern the withdrawal of students from charter schools for enrollment in district schools. See Utah Code. §53A-1a-506.5 and Utah Admin. Rule R277-472. Specifically, Utah law states that parents are to provide notice by June 30th of their intent to withdraw from a charter school and enroll in another school (either a district school or another charter school) for the following year. If the parent applies for admission to their school district of residence for the following year before June 30th, the school district must accept the student into the student's school of residence.

For example, if during the 2013-2014 school year a parent intends to withdraw their student from a charter school and re-enroll in their neighborhood district school for the 2014-2015 school year, they should notify both the charter school and their local school district of that intent prior to June 30, 2014. The district is required to enroll the student in their local neighborhood school.

If a parent wants to withdraw a student from a charter school after June 30th or during the school year, state law requires the parent to first go to the school district or other charter school and obtain a letter of acceptance for enrollment in the new school. The parent then needs to give the charter school a copy of that letter of acceptance. Also, in this situation, the local school district is not required to accept the student into their school of residence if the parent did not notify the district before June 30th. The district is only required to accept the student into a school in the district that has adequate capacity.

For example, if the parent in the above example fails to enroll in the neighborhood district prior to June 30, 2013, the district doesn't have to allow the student to enroll in their neighborhood school if that school doesn't have adequate capacity for the 2013-2014 school year. The district would then tell the parent which school has capacity for their child and the parent would be responsible for transportation to that school.

School districts should post information on their website about which schools in the district have adequate capacity. If they have not done so, you should contact the district office and request that information. If you choose to un-enroll your student from your current charter school, then change your mind, you will have to re-enroll through the lottery, and we cannot guarantee re-entry into the school regardless of the situation.

PROCEDURES FOR NOTIFYING THE NEIGHBORHOOD DISTRICT OF A STUDENT WITHDRAWING FROM A CHARTER SCHOOL:

Once the charter school has received official written notification from the legal guardian as to where and when the transferring student will be transferring to, the charter school may then forward on the student's cumulative file with all pertinent information.

- Examples of official documentation are as follows: records request from the receiving school; an approved application for home schooling or distance education; a letter from an official in the receiving school acknowledging the student's enrollment. All documentation will need to be in writing rather than a telephone conversation or other verbal communication with a parent, relative, or neighbor so that the transfer can be verified through audits or monitoring.

The charter school website will have a readily accessible transfer form for legal guardians to complete. A report from their student information system can be run as often as necessary, at least on a monthly basis, to export data on students that have exited the school. This data will help verify that the correct exit code was used and that files have been sent to the receiving school. If the charter school has not received any official documentation from the receiving school within a reasonable timeframe, the charter school will notify the neighborhood district of this student's transfer.

03-107—Graduation Requirements

Administration shall develop and implement procedures for graduation requirements and the granting of a diploma that are consistent with the school's charter and state law and R277-705.

03-108—Foreign Exchange Students

03-109—Student Privacy

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

An employee, student aide, volunteer, third party contractor, or other agent of the school shall protect the privacy of a student, the student's parents, and the student's family and support parental involvement in the education of their children through compliance with the protections provided for family and student privacy under this part and the Family Educational Rights and Privacy Act and related provisions under 20 U.S.C. Secs. 1232g and 1232h, in the administration and operation of all public school programs, regardless of the source of funding.

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

(a) political affiliations or, except as provided under Section 53G-10-402 (1) or rules of the State Board of Education, political philosophies;

(b) mental or psychological problems;

(c) sexual behavior, orientation, or attitudes;

(d) illegal, anti-social, self-incriminating, or demeaning behavior;

(e) critical appraisals of individuals with whom the student or family member has close family relationships;

(f) religious affiliations or beliefs;

(g) legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and

(h) income, except as required by law.

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

03-110—Social Networking Policy

03-111—Technology and Network Protection Policy

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

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

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

Legal Reference

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

Electronic Resources: Procedure

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

Network

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

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

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

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

- Staff use of the network for incidental personal use in accordance with all Soldier Hollow Charter School policies and guidelines;
- Connection of staff personal laptops to the Soldier Hollow Charter School network after checking with as authorized by designated staff to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

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

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by Soldier Hollow Charter School;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from a(insert title of person);
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other Soldier Hollow Charter School computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and Attaching unauthorized equipment to Soldier Hollow Charter School network. Any such equipment will be confiscated and destroyed.

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

Internet Safety: Personal Information and Inappropriate Content

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

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

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

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

Filtering and Monitoring

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

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

Internet Safety Instruction

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

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

Copyright

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

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

Network Security and Privacy

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

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

Student Data is Confidential

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

No Expectation of Privacy

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

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

Archive and Backup

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

Disciplinary Action

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

03-112—Head Injury Policy

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

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

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

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

Non-Policy tools and procedures

Recognition of Concussion

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

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions

- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

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

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

Management and Referral Guidelines for All Staff

- 1) The following situations indicate a medical emergency:
 - a) Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
 - b) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 1. Deterioration of neurological function
 2. Decreasing level of consciousness

3. Decrease or irregularity in respirations
 4. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 5. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 6. Seizure activity
- 2) A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

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

Recognize concussion

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

Remove from activity

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

Refer the athlete/student for medical evaluation

1. The agent of school is responsible for notifying the student's parent(s) of the injury.
 - a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
 - b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to medical treatment):
 - a. The school agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
 - b. The school agent should continue efforts to reach a parent.

- c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A school agent should accompany the student and remain with the student until a parent arrives.
- d. The school agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
 - (1) Asymptomatic at rest and with exertion (including mental exertion in school) AND
 - (2) have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a school agent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:
 - (1) Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - (2) Return to school full-time.
 - (3) Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.
 - (4) Running in the gym or on the field. No helmet or other equipment.
 - (5) Non-contact training drills in full equipment. Weight training can begin.
 - (6) Full contact practice or training.

(7) Play in game. Must be cleared by physician before returning to play.

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

Potential Problem Areas

While current Utah law designates that a student may be returned to play by “an appropriate health care provider”, school may limit the credentials from which it will accept clearance in its sole discretion. Generally, students will be required to provide a note from his/her health care provider before being allowed to return to play. This is a very important decision and will be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school's liability carrier may also be consulted.

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

03-113—Administration of Medication to Students

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

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

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

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

STUDENT MENTAL HEALTH AND BEHAVIORAL MEDICATION

PURPOSE

The purpose of this policy is to provide guidelines for school personnel, in accordance with Utah Code Annotated 53A-11-605, regarding behavioral medication and psychological and/or psychiatric evaluation.

POLICY

The Wasatch County School District Board of Education recognizes the importance of appropriate behavioral medication and evaluation to successful school performance when authorized by parents and medical professionals. The Board of Education recognizes the decision to place a student on behavioral medication rests solely on the parent and coordinating physician, psychiatrist, and/or mental health professional. This policy provides guidelines for an appropriate and responsible referral process for school personnel to address the social, behavioral, and emotional needs of students.

SCHOOL PERSONNEL MAY:

- Provide information and observations to a student's parent or guardian about a specific student such as: academic progress, health, wellness, motivation, social interactions, on-task behavior, compliance, or topics consistent with subsection 53A-13-302. (53A-13-302 requires prior written consent before administering to a student any psychological examination, test, treatment, survey, analysis, or evaluation).
- Share and review evidence-based literature pertaining to the use of behavioral medications as they pertain to academic performance, behavioral outcomes, and social/emotional well-being.
- Communicate information and observations with individual members of the student's school team regarding a specific child.

- Refer students to appropriate school personnel and related service providers including school counselors or other mental health professionals working within the school system.
- Consult with and/or coordinate with appropriate health care professionals in the event of an emergency while the student is at school, consistent with the student emergency information provided at student enrollment.
- Enlist the strategies outlined in the Utah State Office of Education's Least Restrictive Behavioral Interventions (LRBI) Manual.
- Exercise their authority relating to the placement within the school or readmission of a child who may be (or has been) suspended or expelled for a violation of Section 53A-11-904. (53A-11-904-Disruptive Student Behavior-It is unlawful for a school-age minor to engage in disruptive student behavior.)
- Complete and/or participate in a behavioral health evaluation form if requested by a student's parent or guardian to provide information to a licensed physician or mental health professional.

SCHOOL PERSONNEL SHALL:

- Report suspected child abuse and/or neglect consistent with Section 62A-4a-403. (62A-4a-403 states any person who has reason to believe that a child has been subjected to abuse and/or neglect, that person shall immediately notify a peace officer, law enforcement agency, or the Division of Child and Family Services.
- Comply with applicable state and local health department laws, rules, and policies.
- Conduct evaluations and assessments consistent with the Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et seq., and its subsequent amendments.

SCHOOL PERSONNEL MAY NOT:

- Recommend to a parent or guardian that a child take or continue to take behavioral medication.
- Require that a specific student take or continue to take a behavioral medication as a condition for attending school.
- Recommend that a parent or guardian seek or use a type of psychiatric or psychological treatment (pharmacological or otherwise) for a child.
- Report child abuse and/or neglect to authorities, including the Division of Child and Family Services, solely on the basis that a parent or guardian refuses to consent to a psychiatric, psychological, or behavioral treatment for a child, including the administration of behavioral medication to a child or psychiatric or behavioral health evaluation of a child unless failure to take the action would present a serious, imminent risk to the child's safety or the safety of others.

SCHOOL PSYCHOLOGISTS, SCHOOL COUNSELORS, SCHOOL SOCIAL WORKERS, OR OTHER MENTAL HEALTH PROFESSIONALS MAY:

- Recommend, but not require, a psychiatric, psychological, and/or behavioral health evaluation of a child.
- Recommend, but not require, psychological and/or behavioral health treatment for a child.
- Conduct a psycho educational and/or behavioral health evaluation or mental health screening test, evaluation, or assessment of a child in accordance with Section 53A-13-302. (53A-13-302 requires prior written consent before

administering to a student any psychological examination, test, treatment, survey, analysis, or evaluation).

- Provide to a parent or guardian, upon the specific request of the parent or guardian, a list of three or more health care professionals, (or providers), including licensed physicians, psychologists, social workers, counselors, or other mental healthcare providers.

TRAINING

- Completion of training on Student Mental Health and Behavioral Medication Policy is a condition of employment for school personnel involved in educating students. All principals, teachers, counselors, and aides will complete a training course on appropriate communication regarding mental health evaluations and the use of behavioral medications. The training will also include information on disciplinary action taken for intentional violation of this policy.
- A certificate of successful completion of training on the Mental Health and Behavioral Medication policy shall be maintained in the District Human Resources Office.

DISCIPLINARY ACTIONS

- Intentional violations of this section is cause for disciplinary action 53A-8a-503 (Employment Dismissal Procedures).

DEFINITIONS

- Behavioral Medications are defined as prescription drugs designed to treat or manage a psychiatric symptom or challenging behavior. Some psychotropic medications fall into specific medication classes like antipsychotics or antidepressants. In other cases, the medications may be primarily used for other diseases but have been found effective in controlling behaviors thus making that specific use a psychotropic medication.

03-114—Electronic Devices on Campus

- A. Definitions:
 - 1. Electronic Device means a mobile phone, PDA, MP3 or other music player, any portable computer, or any other device that holds digital information;
- B. Prohibitions:
 - 1. Electronic devices may not be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and invitees, consistent with R277-609 and R277-613, or violate local, state, or federal laws; and
 - 2. LEA employees and invitees may not use electronic devices to access inappropriate matter on the Internet and World Wide Web while using LEA equipment, services or connectivity whether on school property or while using school-owned or issued devices;
 - 3. Use of electronic devices during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions;
- C. Administration shall adopt procedures that:
 - 1. Protect the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging);
 - 2. Prohibit unauthorized access, including hacking and other unlawful activities by LEA electronic device users; and
 - 3. Prohibit unauthorized disclosure, use and dissemination of personal student information under the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
- D. Administration shall include the following information in a handbook for parents and students:
 - 1. provisions that inform students that there may be administrative and criminal penalties for misuse of electronic devices and that local law enforcement officers may be notified if school employees believe that a student has misused an electronic device in violation of the law;
 - 2. provisions that inform students that violation of LEA acceptable use policies may result in confiscation of LEA-owned devices which may result in missed assignments, inability to participate in required assessments and possible loss of credit or academic grade consequences;
 - 3. provisions that inform students that they are personally responsible for devices assigned or provided to them by the LEA, both for loss or damage of devices and use of devices consistent with LEA directives;
 - 4. provisions that inform students and parents that use of electronic devices in violation of LEA or teacher instructional policies may result in the confiscation of personal devices for a designated period; and
 - 5. provisions that inform students that use of privately-owned electronic devices to bully or harass other students or employees and result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.
- E. Administration shall include the following in a handbook for employees:

1. notice that use of electronic devices to access inappropriate or pornographic images on school premises is illegal, may have both criminal and employment consequences, and where appropriate, shall be reported to law enforcement;
2. notice that employees are responsible for LEA-issued devices at all times and misuse of devices may have employment consequences, regardless of the user; and
3. notice that employees may use privately-owned electronic devices on school premises or at school sponsored activities when the employee has supervisory duties only as directed by the employing LEA.

03-115—Extra Curricular Activities and School Clubs

Administration shall ensure that students have a range of extracurricular activities and clubs in which to participate if they choose, consistent with the school's charter and state law.

Participation in extracurricular activities at students' boundary school

Administration shall ensure that Soldier Hollow Charter School procedures allow students to participate in extracurricular activities at students' District School of Residence consistent with R277-494.

Soldier Hollow Charter School shall pay any non-waived participation fees for such student participation.

03-116—Reciprocity of Credits

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

03-117—Student Transportation

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

Any party that transports students on behalf of the school shall have adequate insurance. Volunteers and employees of the school that transport students on behalf of the school shall complete a defensive driving course prior to transporting students and shall complete said course at least every two years.

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

03-118—Special Education

See separate Special Education Procedures document.

03-119—Education of Homeless Students

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

03-120—Student Search Policy

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

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

03-121—Concurrent Enrollment

Administration shall develop and implement procedures consistent with R277-713 regarding concurrent enrollment courses, standards, and enrollment to provide a challenging college-level and productive secondary school experience, particularly in the senior year, and to provide transition courses that can be applied to post- secondary education.

The procedures shall ensure that:

- an appropriate assessment shall be administered to the student prior to participation in all concurrent mathematics and English courses
- Each student participating in the concurrent enrollment program shall have a current student education/occupation plan (SEOP) on file at the participating school, as required under Section **53E-2-304** (2)(b).
- Advice and information shall be provided to a prospective or current high school student who participates in the concurrent enrollment program consistent with UCA **53F-2-501**. Advising shall include providing information on general education requirements at USHE institutions and assisting students or parents to efficiently choose concurrent enrollment courses to avoid duplication and excess credit hours.
- Secondary students may be assessed a one-time per institution admissions fee required for full-time or part-time students in concurrent enrollment courses. No additional application fee may be charged.

- A secondary student may be charged partial tuition up to \$30 per credit hour for each concurrent enrollment course for which the student receives college credit. A student shall receive high school credit for a concurrent enrollment course that is consistent with the policies for awarding credit for graduation.
- Funding received under the program shall be spent consistent with the intent and requirements of the program.

03-122—Dissemination of Information About Juvenile Offenders

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

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

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

03-123—Statewide Online Education Program

Soldier Hollow Charter School shall facilitate student enrollment in the Statewide Online Education Program established under UCA 53F-4-501 with any and all eligible Providers selected by eligible students consistent with course credit limits.

Administration shall develop and implement procedures consistent with this policy.

03-124—Alternative Language Services

If your school accepts Title III funding under NCLB, you must develop a policy consistent with R277-716.

03-125—Home and Hospital Instruction

Board Directive

The Board of Education recognizes the importance of providing instruction to students who are confined to home or hospital. The Board also recognizes the need to maintain contact between the school and the home during the time when these students are unable to attend school. The Board, therefore, delegates to the Administration responsibility for developing policy for a Home and Hospital Instruction Program for students who are unable to attend school due to injury, illness or other extenuating circumstances.

Administrative Policy

The Administration shall establish a program to provide instruction to convalescing students to ensure that academic work/credit is sufficient to maintain graduation timelines to the extent possible, to maintain the skills necessary for returning to the classroom, and to assure ongoing home/school contact during the term of the illness, injury, or extenuating circumstances. The school provides opportunities for short-term services as well as long-term services for those students who may need extended out-of-school services. The Home and Hospital Program will be administered according to the following provisions:

Qualifications for Services

1. The student is confined at home or in a hospital due to physical or emotional illness, injury, handicap, complications of pregnancy, or extenuating circumstances.
2. The student has missed or expects to miss ten (10) or more consecutive days of school.
3. The student's condition will allow 50 percent or less attendance during the school day.
4. Home and Hospital Instruction is recommended by the student's physician, medical professional, licensed clinical social worker, licensed psychotherapist, or legally directed services, and is requested by the parent(s)/guardian(s).

Providing Services

1. The parent will need to notify the administrator of the need for Home and Hospital services. The school administrator will initiate the required procedures to begin the Home and Hospital services, including completion of a specific form created by administration.
2. The student's physician, medical professional, licensed social worker, or licensed psychotherapist shall be asked to estimate the length of time that Home and Hospital Instruction services will be needed. Minimum duration of services is two weeks and maximum service is nine weeks without additional follow-up with referring medical provider.
3. Home and Hospital Instruction services shall be provided for pregnant girls only when extenuating circumstances make it inadvisable or impossible for the student to participate at school.
4. Home and Hospital Instruction services may be denied or discontinued if it appears that the services are worsening the student's condition, increasing or prolonging school phobia or anxiety, or otherwise having a harmful impact upon the student.
5. In most cases, the duration of services shall be determined by the administrator after consultation with the medical professional requesting Home and Hospital services per the medical release form.
6. If it appears that the program is being abused by the parent or student, the administrator will initiate a formal review to determine if services should continue.

Assignment of Teachers

1. Short-term services: Students shall be taught by teachers whenever possible. When an appropriate teacher is not available, the administrator may arrange for other faculty or staff to provide instruction under the direction of a licensed teacher.
2. The administrator shall make short-term Home and Hospital teaching assignments on the basis of teacher interest, availability, and curriculum qualifications.
3. Teachers shall be reimbursed for providing Home and Hospital Instruction at their current hourly base rate.
4. One half hour of preparation time is allowed for each two hours of actual instruction.
5. Teachers shall receive a mileage reimbursement as outlined in policy. Mileage is based upon the distance from the school to the student's home or other designated public location (e.g., library, police or fire station) and to the instructor's home. If visiting multiple students on the same trip, mileage shall also be paid for the distance between students' homes/locations when necessary. Time required for travel is not part of the two-hour instruction time.

6. Teachers shall submit documentation of time spent and mileage driven, each month prior to being reimbursed for services.

Instruction

Home Instruction

1. Instruction shall be provided at the student's home or other designated public location (e.g., library, police or fire station) after regular school hours for short-term services and during the school day or after regular school hours for long-term services. Generally, one two-hour instruction session shall be provided per week. With administrator approval, two one-hour sessions may be provided if it is deemed in the best interest of the student.
2. A parent or other responsible adult must be present in the home during the instruction session. If the parent or guardian fails to provide proper chaperonage, the instruction session shall be canceled.
3. Textbooks and other curriculum materials or coursework shall be furnished by the school.

Hospital Instruction

1. The school shall provide teachers, textbooks, and instructional materials for students confined to approved non-accredited facilities.
2. Students enrolled in the school and later assigned to hospitals with accredited educational programs shall be serviced in one of two ways:
 - (1) Withdrawn from the school and transferred to the accredited institution which will provide teachers, textbooks and instructional materials.
 - (2) Continually enrolled in the School but serviced at the facility by an accredited institution under a contract with the School based upon a daily pro-rated amount of the WPU. Teachers, textbooks, and instructional materials shall be provided by the institution under contract.

Grades and Credit for School Attendance

1. Students who are receiving Home and Hospital Instruction shall be counted as attending school.
2. Teachers must prepare assignment sheets for students in their classes who are receiving Home and Hospital Instruction. Teachers are accountable to provide Utah State Core curriculum educational services. Substitute assignments will be provided if the regular class activities cannot be completed at home. Upon consultation with the school administration, the teacher can give the student an "incomplete" for the course when it cannot be appropriately taught through Home and Hospital Instruction. Because of limited instructional time, the Home and Hospital Instruction Program is designed to help students maintain credit.
3. Students who receive Home and Hospital Instruction for five weeks or more during any one quarter shall receive attendance credit and grades for work completed from the Home and Hospital instructors. Grades shall be awarded by the Home and Hospital teacher in collaboration with the classroom content teacher.

03-126—Field Trips

I. Board Directive

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

II. Administrative Policy

The Administration shall be responsible to see that field trip experiences, which are directly related to established curriculum goals, are provided according to the following administrative policy provisions:

A. Field trip authorization

1. Field trips shall be authorized by the school administrator who is responsible to assure that adequate funding is available through an appropriate funding source.
2. Other faculty or staff may be assigned to coordinate field trip activities after proper authorization.

B. The following information shall be provided by the teacher(s) or adviser(s) requesting the field trip:

1. A description of the field trip including the purpose of the trip, place of destination, class or sponsoring organization, and number of students involved.
2. An outline of the field trip curriculum including instruction prior to the event, during transit, at the point of destination, and evaluation or follow-up activities after the event.

C. All field trips must adhere to established policies and regulations governing student safety, including use of an authorized means of transportation which meets all State requirements for transporting students, parent permission for student participation, and an adequate number of qualified adult supervisors who have passed a School background check, if needed.

D. Subject to funding constraints, students may be transported by a contracted bus service, by volunteer drivers, or with students responsible for their own transportation.

1. Each student desiring to participate in any field trip must submit a "Participation Disclosure and Acknowledgment" form signed by the student and the student's parent or guardian which acknowledges the method of

travel. A student may not participate in the activity, unless a completed "Participation Disclosure and Acknowledgement" form is on file.

- i. Volunteer Drivers (this does not include parents of students who may drive student friends of their children who visit their homes for social activities, or who have formed an independent carpool with other families for transportation to and from school during regular arrival and departure times) shall meet the following conditions, and sign an acknowledgement form to that effect:
- ii. Carry comprehensive insurance coverage of at least \$100,000 per injury and \$300,000 per accident and provide evidence of such insurance to the school.
- iii. Have and carry while driving a copy of my valid Driver License and provide a copy to the school.
- iv. Pass a School background check.
- v. In the event of an accident that occurs while students are being transported, ensure that the police respond to the scene of the accident and that a complete accident report is filed with the police department and a copy provided to the School.

Overnight Travel

A. Administration shall be responsible for coordinating development of overnight student activity and travel plans according to the following criteria:

1. Whenever possible, student activities shall be scheduled in proximity to the school and the need for long distance or overnight travel avoided. Using the travel proposal and request application process, the sponsoring faculty must show why the requested activity experience cannot be obtained in proximity to the school. The School may not approve requests for travel outside the continental United States.
2. Overnight travel may be part of the educational program when the travel is for an activity sponsored by the Utah High School Activities Association, a state or nationally affiliated educational organization, or an approved high school program.
3. Overnight travel may be part of the educational program when the anticipated educational benefits warrant the required expenditures, comparable experiences are not available at the locally, and the travel costs will not burden families unduly. All requestors of trips must demonstrate educational significance as to why the students are participating in the activity.
4. Each school group or team shall be limited to one overnight travel experience during the academic year whether or not such travel necessitates missing days of school. No such experience shall cause a student to miss more than two (2) days of school.

(Special circumstances requiring additional days from school for valid education purposes may be requested.)

5. Supervision for student travel must be provided at least a ratio of one (1) responsible adult age 21 years or older per ten (10) students. However, there must always be at least two (2) chaperones regardless of the total number of students traveling. Responsible adults providing supervision will complete the Volunteer Form and a School background check. Chaperones shall be primarily advisers and parents. Under no circumstance can a chaperone's responsibility be delegated to an unapproved chaperone. Students can only be released to their parent/guardian.
6. All expenses (including travel expenses for required chaperones) associated with the trip must be paid by the participants themselves, covered by fund raising, or other state or federal monies provided expressly for the activity.
 - a. The cost of substitutes for required advisers who are accompanying traveling students must be included as part of the travel expense and must be paid by either the travel participants or the individual adviser.
 - b. All student expenditures associated with the trip must be itemized in detail by listing exact costs per student:
 - i. travel
 - ii. housing
 - iii. meals
 - iv. registration fees (when applicable)
 - v. commercial insurance coverage (if not included in the package)
 - vi. individual post-departure travel insurance purchased through District travel buyer.
 - vii. other, i.e. event admissions
 - viii. chaperone/adult travel costs
 - c. The total anticipated expenditure per student must be shown on the application form. The percentage of the total student cost that may be earned through fund raising efforts must also be listed.
 - d. When, in the sole judgement of the Administration or the Board, in consultation with the school and the participating students and patrons, travel is suspended due to safety or other consideration beyond the control of any or all involved, the Board, school employees and agents shall have no obligation and shall be held harmless with respect to refund of any

expenditures. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants during the required parent meetings and prior to the commitment of funds. The school administration must be certain that parents are aware of this condition and also require the parents to sign a statement of their understanding.

7. Transportation shall be by commercial carrier for all overnight travel. No private aircraft may be used for student travel. Ground transportation guidelines are as follows:

- a. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.
- a. Commercially rented buses or other modes of ground transportation may be used upon arrival at destination. Appropriate ground transportation insurance must be in place. If the destination is over 150 miles one way, a commercial carrier, with a professional, licensed operator, must be utilized.
- b. Upon arrival at a destination, local ground transportation may be operated by an adult adviser/chaperone who meets the Volunteer Driver standards of this policy. The vehicles used for this transportation should never exceed eight passenger capacity. Twelve- or fifteen-passenger vans are strictly prohibited for any student travel. Appropriate ground transportation insurance must be in place.
- c. Students are not allowed to drive when participating in overnight travel.

B. A preliminary travel proposal outlining a desired overnight travel experience will be submitted to the Administrator prior to any discussion or meetings with parents and at least 45 days prior to the proposed trip. The preliminary travel proposal shall include:

1. The name of the group requesting permission to travel.
2. The objectives of the trip, including valid and complete documentation of the educational outcomes.
3. The proposed destination, mode of travel, and number of students involved.
4. The number of school days missed. (May not exceed two).
5. The estimated total student cost of the trip including percentage of fund raising used to fund the trip per student.
6. Specific and clearly defined reasons why the educational objectives cannot be met at another location closer to home.

- C. The final overnight travel request form shall be submitted to the appropriate Administrator of Schools and Business Administrator seven (7) days prior to departure. In addition to the information named in above, the request form shall also include complete documentation and summary of results of a required parent meeting as outlined below.
- D. A parent/guardian meeting must be held in conjunction with overnight travel requests.
1. This meeting with parents will be held to discuss all costs and the itinerary associated with the proposed trip for the parents of potential student participants. A parent survey may be utilized if a parent(s) is unable to attend the meeting.
 2. In this meeting parents will be informed, by a school administrator or the adviser in writing, of the proposed travel itinerary, anticipated expenditure per student, fund raising efforts, and the potential for non-refunds or expenditures when trips are cancelled.
 3. A notarized statement granting the adviser permission to seek medical treatment for a student, in the event of an emergency, must be provided at the parent meeting or prior to the commencement of the trip.
- E. All overnight student travel participation is strictly optional. Students who, for any reason, do not participate in activity travel shall not be penalized. Nonparticipation shall not impact grades or the student's status in the class or organization.
- F. Advisers may not use an excessive amount of class/instructional time to plan and promote the trip. The trip may only be advertised and promoted to Jordan School District students.
- G. The School shall not sponsor activity travel for post-graduate students such as graduation trips, music tours, etc.
- H. Evidence of Insurance coverage in addition to that provided by the School's regular policies shall be provided by the student organization from one of the following:
1. The tour provider (vendor)
 2. A commercial group insurance carrier
 3. CHIPS insurance, sold to individual students through the school at reasonable cost
 4. Additional coverage from a private insurance carrier
 5. In addition to the above insurance coverage, every traveling member will be required to purchase individual post-departure travel insurance. These costs shall be shared by the trip participants on an equal basis.
 6. A student shall show proof of family health insurance coverage. This proof must be on file with the school administration.

04—Administration and Operations

04-101—Religious Freedom Policy

1. PURPOSE AND PHILOSOPHY

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

2. POLICY

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

3. STUDENT EXPRESSION OF PERSONAL RELIGIOUS BELIEFS OR VIEWS

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

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

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

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

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

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

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

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

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

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

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

4 RELIGIOUS CLOTHING AND APPAREL

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

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

5 MOMENT OF SILENCE IN CLASSROOMS

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

6 EXTRA-CURRICULAR ACTIVITIES

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

7 DISTRIBUTION OF RELIGIOUS MATERIALS ON SCHOOL GROUNDS

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

8 EMPLOYEE EXPRESSION OF PERSONAL RELIGIOUS BELIEFS

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

9 VOLUNTEERS

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

fail to comply with the provisions of this policy shall be asked to leave the school or activity. Ultimate responsibility for enforcement of this policy rests with the Director.

10 RELIGION IN THE CURRICULUM

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

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

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

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

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

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

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

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

11 RELIGIOUS MUSIC

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

- 11.1.1 Music should be selected on the basis of its musical quality and educational value rather than its religious content.
- 11.1.2 Music performances must achieve secular educational objectives, and be presented in a balanced manner within the context of the approved curriculum.
- 11.1.3 Teachers should use good judgment and be especially sensitive to the feelings of students who might wish not to participate for religious reasons, and should explore all reasonable alternatives in resolving a student's objection before offering or granting a waiver of participation.

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

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

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

- 11.3.1 The performance is not part of a religious service;
- 11.3.2 The activity of which the performance is a part is neither intended to further a religious objective nor under the direction of a church official; and
- 11.3.3 The activity is open to the general public.

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

12 RELIGIOUS HOLIDAYS

12.1 No celebration: Religious and civic holiday such as Easter, Passover, Rosh Hashanah, Yom Kippur, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and Ramadan, offer opportunities to teach about a variety of religious traditions and beliefs of conscience during the school year.

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

13 RELIGIOUS SYMBOLS

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

14 WAIVERS OF PARTICIPATION

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

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

15 RELEASED TIME FOR RELIGIOUS INSTRUCTION

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

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

04-102—Parent and Family Engagement Policy

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

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

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

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

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

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

- Twice during the year, school leadership will include parental involvement discussions to maximize coordination and effective use of resources.
- Provide annual training to school administrators and teachers on effective parent involvement strategies.
- Schedule an annual parent involvement seminar to build effective parental involvement strategies.

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

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

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

- In the spring, local School Community Councils will be asked to provide feedback on the quality of involvement opportunities and provide input on how the school might improve support for parental involvement.
- Parents will be encouraged to complete a survey that will elicit feedback on current activities and request input for future efforts.
- At the beginning of the new school year, the school will provide a summary of the parental survey with its plans to address identified needs and recommendations.

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

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

04-103—Title I Compact

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

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

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

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

TEACHER RESPONSIBILITIES

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

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

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

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

04-104—Fundraising

04-105—Disposal of Textbooks

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

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

04-106—Firearm Safety in School

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

05—Human Resources

05-101—Hiring Policy

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

1. Administration
2. Licensed teachers
3. Support staff

Administration-

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

Licensed teachers-

- Openings are posted in as wide a range as is practical and should be posted for a minimum of three days.
- The administration should screen candidates with a preference given to charter-specific experience and eligibility for a Utah teaching license is a requirement.
- Interviews are conducted by a team including Administration, teachers and parents.
- A minimum of two candidates are invited to return for a follow-up interview with the administration and lead teacher and others invited.
- Hiring decision by the administration.
- Salary based on established schedule.

Support staff- all hourly positions

- Openings posted internally and within the community for a minimum of three days.
- The administration should screen candidates with a preference given to charter-specific experience and a willingness to pursue training and licensure.
- Interviews conducted by the administration and supervising teacher with the lead teacher invited.(a minimum of three candidates).
- One or two candidates should be invited for a follow-up interview.
- Hiring decision is made by the administration.
- Salary is based on education and experience.

General:

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

05-102—Volunteers

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

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

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

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

Volunteer Scope of Work and Confidentiality and Property Acknowledgement

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

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

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

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

Last Name

First Name

Middle Name

Social Security #

Date of Birth

Signature: _____ Date _____

05-103—Employee Leave

Certificated and salaried employees earn one-half day of paid time off (PTO) for each full calendar month worked during the school year (five full days of PTO per year). Each employee is required to notify his or her supervisor in writing on School form(s) in advance of the dates of all requested paid time off (PTO) vacation or leave time desired to be taken. Additionally, employees are to inform the school director and business office of PTO taken and excessive lateness in arriving at work.

Employees who are the subject of disciplinary action and placed on paid or unpaid leave by the school as part of a disciplinary plan or during investigation periods are required to use all available PTO time starting immediately upon inception. In these circumstances, the School shall apply available PTO time to regular paychecks for employees on paid or unpaid leave until available PTO time is exhausted.

Holidays

School holidays include federal or state holidays, fall, winter or spring breaks and other days designated as school holidays on School's annual calendar. Part-time or hourly employees do not receive compensation on holidays of any kind. Administrative employees may be required to work holidays as determined by their supervisor or the school director/principal and as outlined in Compensation Agreements. Operations, maintenance and custodial employees are required to work most school holidays and break periods.

Family and Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid leave within a 12-month period per the terms of the Family and Medical Leave Act of 1993 (FMLA). FMLA leave is a specified and approved leave granted by the School upon the formal written request of eligible employees. Ineligible employees granted other forms of leave for any reason are not granted approval for nor is their leave governed by or under the provisions of FMLA. Legally married couples (spouse and spouse) employed by the School may take a combined 12 weeks of FMLA leave. Eligible employees may request FMLA leave after 12 months and 1250 hours of employment service. Eligible employees must request FMLA leave with 30 days advance written notice except in times of unexpected leave. Employees may be required to submit a Statement from a Health Care Provider verifying the need for FMLA leave. Employees are required to use any and all available (accrued) PTO or other leave time before beginning leave under FMLA. Employees may have additional rights including rights for eligible relatives of certain military service personnel and should refer to the Family and Medical Leave Act of 1993 for additional information. Employees shall give 2 weeks advance notice before they plan to return to work.

Subject to the Plan Documents, terms and conditions of the various medical benefit plans, benefits will continue for the full period of FMLA leave. Employees who do not return to regular employment with the School after an approved FMLA leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of school administration. The reason for the request, the employee's length of service, the employee's

work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence may be granted only if the employee is not eligible for any other type of leave. Employees who are granted personal leave are still responsible to pay the employee portion of any benefit programs in which they participate. Arrangements should be made with administration to coordinate the payment of premiums and other costs during leave periods when regular payroll withholding is not possible.

Teacher salaries (and salaries of other employees whose salary is spread over a longer period than their work schedule) who take unpaid leave (including FMLA leave) will be prorated proportionate to the number of days worked out of the scheduled days according to work schedules, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of the beginning of unpaid leave. When returning from leave, a new salary will be calculated proportionate to the number of work days remaining in the school year out of the total work days scheduled for the school year. The new salary shall be paid in equal installments over the regular paydays remaining in the school year.

All leaves (paid and unpaid) are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. School reserves the right to terminate the employment of an employee who does not return to work at the end of an approved leave period.

Subject to the Plan Documents, terms and conditions of the various plans and upon School approval, medical benefit plans may continue for the full period of approved leave. Employees who do not return to employment with the School after an approved leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Bereavement Leave

A full-time employee of the School may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give School 15 days advance notice. School will pay such employees the difference between their regular salary and any jury duty fees received for up to five days of jury duty per school year. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's jury duty service and compensation. Employees or their supervisor may ask the court to excuse an employee from jury duty if an absence would cause serious operational difficulty for the school.

Witness Duty

Employees who receive a subpoena to testify in court may be granted time off to serve as a witness for that purpose. Employees must give School 15 days advance notice. School will pay such employees regular wages if the case involves the School, and the employee is not plaintiff to the suit. Employees are not compensated if the case does not involve the school and will use PTO hours (if available) for this absence. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's witness duty service.

Association Leave

Soldier Hollow Charter School employees shall not have paid leave for work on behalf of any employee association as defined in UCA **53G-11-206**.

Voting Leave

If an employee cannot vote because of scheduled work hours conflict with the hours of the polls, the employee is allowed up to two hours paid leave (at the regular rate) to vote in a state or federal election.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to the School at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Employees must provide 30 days advance notice unless an emergency or classified situation dictates otherwise, upon which evidence must be provided to the School.

Subject to the law and the Plan Documents, terms and conditions of the various plans, medical benefit plans may continue for the full period of military leave. Employees who do not return to employment with the School after an approved military leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Emergency Closings and Severe Weather

In the event that the school closes due to severe weather conditions or another reason, employees will not be required to report to work. Full time salaried employees will be paid for that day and it will not be counted as a vacation day. Hourly and/or part-time employees will not be compensated on days when the school is closed due to severe weather or other conditions. Every effort will be made to contact employees in the event of closure due to weather directly and through local media.

05-104—Substitute Teachers

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

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

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

05-105—Gifts and Conflicts of Interest

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

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

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

05-106—Employee Discipline

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

05-107—Employee Travel

PURPOSE & PHILOSOPHY

The purpose of this policy is to establish procedures for authorization of travel by Soldier Hollow Charter School employees, officials, or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefitting Soldier Hollow Charter School.

DEFINITIONS

“**Airfare**” is defined as the costs incurred by a Soldier Hollow Charter School employee, official or agent to obtain common air carrier transportation services in order to participate in approved conferences or conduct Soldier Hollow Charter School business.

“**Car rental**” is defined as use of a non-personal, non-Soldier Hollow Charter School owned vehicle, for which a rental charge is imposed for use of the vehicle.

“**Ground transfer**” is defined as the costs related to transporting a traveler to and from airports or transportation terminals, whether by private or public carrier and the costs of parking private vehicles at transportation terminals.

“**Hotel accommodation**” is defined as the costs of providing overnight lodging incident to an approved travel event.

“**Mileage reimbursement**” is defined as the reimbursement for costs incurred by a Soldier Hollow Charter School traveler to transport themselves and/or others in a personal vehicle, other than a rental car or Soldier Hollow Charter School vehicle, to an approved conference or convention or to execute Soldier Hollow Charter School business.

“**Per diem**” is defined as a daily allowance paid to an employee, official or agent to cover expenses while working away from home.

“**Registration**” is defined as a fee paid or reimbursed by Soldier Hollow Charter School which registers an employee, official or agent to attend a conference or event sponsored by another private or public entity.

“**Travel**” is defined as using ground, sea or air transportation to attend a conference or convention or to execute Soldier Hollow Charter School business which is related to a traveler’s work assignment yet is outside the customary work routine and away from the regular work assignment prescribed by the traveler’s regular work assignment. Travel to such events may or may not require overnight lodging.

GENERAL POLICY INFORMATION

It is the general intent of the Board of Trustees to fund or reimburse employees, officials, or agents for actual travel expenses which are approved through the Soldier Hollow Charter School travel request process.

Travel expenses related to pre-allocated budget allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related employee, official or agent expenses only.

This policy applies to all employees, officials or agents travel to conferences, conventions and approved travel undertaken for execution of Soldier Hollow Charter School business.

Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must secure a price quote from the State Travel Office and one other source for air travel. These quotes are to be forwarded to the Business Manager and Director along with a brochure detailing any conference registration fee amount, dates, location and other information incident to the conference.

This travel policy does not permit employees', officials', or agents' family members, friends or other travel companions to take trips which are funded or processed in anyway by Soldier Hollow Charter School funds. All travel expenses of family members, friends, or other travel companions must be paid directly from the personal financial resources of the employee, official or agent without being intermingled with Soldier Hollow Charter School financial transactions.

PAYMENT OF TRAVEL EXPENSES

Travel expenses are to be paid as follows:

Soldier Hollow Charter School Purchase/Credit Card: It is preferable, that employees make their travel reservations and pay their travel expenses with their authorized purchase/credit card. Employees authorized to hold a purchase/credit card, may use their cards to make travel arrangements and pay travel expenses on behalf of other employees when those employees do not hold a purchase/purchase/credit card and the travel is approved by the Director.

If the traveler does not have a Soldier Hollow Charter School purchase/credit card and their supervisor will not travel with them or does not hold a purchase/credit card: At the time the travel request is submitted, the request should indicate that registration, airfare and hotel payments are to be paid by check to the traveler. Checks for registration and airfare will be issued as soon as the travel request is approved.

Reimbursement: Travelers may purchase pre-approved travel (including airfare, car rental, ground transfers, conference registration, etc.) using personal funds and submit for reimbursement using the regularly established reimbursement procedures for all other purchases. Reimbursement will not be made for travel that was not approved by the School Director through the travel request process.

Meals when Travelling

Travelers may receive reimbursement for meals they purchase during approved travel according to the following schedule for travel that is more than 100 miles from Soldier Hollow Charter School's primary facility:

If traveling between 6 and 10 AM, an allowance of \$8 for breakfast

If traveling between 11 AM and 2 PM, an allowance of \$12 for lunch

If traveling between 4 PM and 8 PM, an allowance of \$25 for dinner

Travelers will be reimbursed for actual expenses, including tax and gratuity, for meals when traveling during the entire time frame noted above up to the dollar limits listed. Travelers should exercise good judgment and keep meal expenses as low as reasonably possible. Meal reimbursement will not be given for meals that are included in the registration or participation cost of any conference, meeting, or event associated with approved travel.

Meals Unrelated to Travel

(1) Beverages/Food Items

Supplies of coffee, water, soda, juice and similar items may be purchased and provided to School guests.

(2) Appreciation Events

Administration may hold events during the year to show appreciation for employee and/or volunteer efforts. The cost of the event should be reasonable and may include guests or family members at Administration's discretion.

(3) Retirement/Separation Functions

School may hold a reception for employees retiring or separating from the School (one per employee). Reasonable expenditures are permitted.

(4) Holiday Functions

Holiday functions are permitted and may include guests or family members at the administration's discretion. The cost of such functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead.

(5) Board Meetings and Annual Retreat

Refreshments, meals, and beverages for board and staff meetings, retreats, and workshops are permissible. Meals may be provided to employees, board members, and the public when appropriate for the time and duration of the event.

AIRFARE

When securing airfare rates, travel coordinators should always contact the Utah State Travel Office to obtain a price quote. State travel rates usually include travel insurance, and allow the traveler to change itineraries without penalties. Obtaining this price quote also provides the traveler a basis for judging the suitability of other rate quotes.

Air transportation is limited to air coach or tourist class. When special and reduced fares are available, they should be secured unless doing so will leave Soldier Hollow Charter School at risk because of the loss of insurance coverage or unduly open Soldier Hollow Charter School to the potential of financial damage.

GROUND TRANSFER ALLOWANCE

When air transportation is approved, a ground transfer allowance is provided for taxi or van service, and parking of personal vehicles at transportation terminals. Purchase/credit cards are not to be used to pay ground transfer expenses. Travelers should pay expenses as they occur and submit for reimbursement using the regular reimbursement request process.

HOTEL ACCOMMODATIONS

Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the funding budget director and the business administrator.

Travelers shall secure hotel accommodations at a daily rate which is reasonable for the area, and should consider other factors affecting overall travel cost, including distance from the hotel to the conference or event location, the availability of meals, shuttle or transfer service, etc.

A traveler may elect to stay with friends or relatives or use personal abodes, campers or trailers instead of staying in a hotel. When using these kinds of overnight accommodations, the traveler will request and receive approval for alternative lodging and associated expenses prior to approval of the travel request.

Hotel accommodations will be funded only once per conference. Hotel designation payments will not be paid when hotel accommodations are included as a portion of the conference fees.

If a traveler receives a prepayment check for hotel expenses and they or another

Soldier Hollow Charter School employee, official or agent pays the charges with a Soldier Hollow Charter School purchase/credit card, the prepayment check amount must be refunded to Soldier Hollow Charter School.

Hotel expenses will not be paid by any Soldier Hollow Charter School entity for conferences which are less than 100 miles from Soldier Hollow Charter School's primary facility.

MILEAGE REIMBURSEMENT

Travel of Less Than 100 Miles

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference or other event that is less than 100 miles from Soldier Hollow Charter School's primary facility, reimbursement is allowed for all round trip miles for each day the traveler is approved to attend the conference.

Travel of More Than 100 Miles

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference which is more than 100 miles from Soldier Hollow Charter School's primary facility, the total mileage reimbursement will be an amount which will not exceed the cost of airfare, had it been

available and used. When airfare is less than mileage reimbursement, travelers are encouraged to arrange air transportation.

Mileage is calculated from Soldier Hollow Charter School's primary facility or traveler's starting location, whichever is shorter, to the destination and back, using Google Maps or Mapquest as verification. Reimbursement will be made using the following mileage calculations at \$.335 per mile.

RENTAL CARS

Rental cars are not allowed without prior approval from the School Director. All requests for rental cars must be included in Soldier Hollow Charter School travel request.

When rental cars are approved, only actual documented expenses will be funded or reimbursed by Soldier Hollow Charter School.

EXCESSIVE CHARGES

Soldier Hollow Charter School will not fund any travel expenses which are unrelated to the approved travel purpose. Soldier Hollow Charter School travelers will be required to reimburse Soldier Hollow Charter School for travel charges which are unrelated to the travel purpose or which are determined to be excessive.

05-108—Employee Drug and Alcohol Policy

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

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

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

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

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

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

A drug and/or alcohol test may be administered to a person when a supervisor or the principal/director concludes that it is more likely than not the person has engaged in conduct that violates this policy, establishing Reasonable Suspicion of drug and/or alcohol use. This may be based on direct observation and/or the presence of physical symptoms, a pattern of abnormal or erratic behavior a tip from a reliable and credible source or sources regarding a person's violation of this policy or that a person may have tampered with a previous drug and/or alcohol test.

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

05-109—Employee Computer Use

See separate Employee Computer Use Policy

05-110—Harassment Prevention

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

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

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

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

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

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

05-112—Compensation schedules

If your school has an adopted salary schedule, enter it here.

05-113—Performance Pay

If your school has a performance pay plan or policy, enter it here.

05-114—Employee Dress Standard

Enter your employee dress standard here.

05-115—At-will Employment Policy

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

05-116—Employee Social Networking

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

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

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

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

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

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

05-117—Employment of Relatives

Insert the Employment of Relatives policy from your charter here.

05-118—Employee Criminal Background Check Policy

The school shall:

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- (a) require the following individuals to submit to a nationwide criminal background check and ongoing monitoring as a condition for employment or appointment:
- (i) a non-licensed employee;
 - (ii) a contract employee;
 - (iii) a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment; and
 - (iv) a charter school governing board member;
-
- (b) collect the following from an individual required to submit to a background check under Subsection (1)(a):
- (i) personal identifying information;
 - (ii) subject to this policy, a fee; and
 - (iii) consent for:
 - (A) an initial fingerprint-based background check by the FBI and the bureau upon submission of the application; and
 - (B) retention of personal identifying information for ongoing monitoring through registration with the systems described in Section 53G-11-404;
-
- (c) submit the individual's personal identifying information to the bureau for:
- (i) an initial fingerprint-based background check by the FBI and the bureau; and
 - (ii) ongoing monitoring through registration with the systems described in 53G-11-404 if the results of the initial background check do not contain disqualifying criminal history information as determined by the LEA or qualifying private school in accordance with Section 53G-11-405; and
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- (d) identify the appropriate privacy risk mitigation strategy that will be used to ensure that the school only receives notifications for individuals with whom the school maintains an authorizing relationship.
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05-119—E-Verify

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

05-120—Whistleblower Policy

General

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

Reporting Responsibility

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

No Retaliation

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

Reporting Violations

The Code addresses Soldier Hollow Charter School's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to Soldier Hollow Charter School's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Soldier Hollow Charter School's open door policy, individuals should contact Soldier Hollow Charter School's Compliance Officer directly.

Compliance Officer

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

Accounting and Auditing Matters

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

Acting in Good Faith

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

Confidentiality

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

Handling of Reported Violations

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

05-121—Educational Services Outside of Educator's Regular Employment

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

05-122—Employee Reporting of Arrests

Administration shall develop procedures, and shall include communication of such procedures in an Employee Handbook, requiring employees to report to Administration notice that any employee has been arrested, cited, or charged within two days of the event of any arrest, citation, or charge for whatever reason (other than minor traffic citations). The procedures shall comply with R277-516-5.

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

05-123—Educator and Employee Evaluation Policy

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

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

06—Instruction

06-101—Standardized Test Administration Policy

1. PURPOSE & PHILOSOPHY

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

2. GUIDELINES AND PROCEDURES

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

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

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

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

3. SECURITY

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

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

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

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

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

4. STANDARDIZED TESTING PROTOCOL

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

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

4.2 School personnel shall not:

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

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

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

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

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

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

5. ASSESSMENT RESULTS

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

5.2 Results of an individual student's standardized tests shall not be considered in determining a student's academic grade for the appropriate course or grade.

6. STUDENTS WITH DISABILITIES

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

06-102—Health and Human Sexuality Education

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

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

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

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

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

Any materials that are used in Human Sexuality instruction shall comply with the criteria of Section 53G-10-402 (1)(c)(iii) and:

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

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

- (1) a copy of the human sexuality instructional materials and maturation education materials not approved by the Instructional Materials Commission that the local board or local charter board seeks to adopt;
- (2) documentation of the materials' adoption in a public board meeting;
- (3) documentation that the materials or program meets the medically accurate criteria of R277-474- 1G;
- (4) documentation of the recommendation of the materials by the committee; and

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

06-103—Comprehensive Counseling Policy

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

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

06-104—Acceleration and Retention

06-105—Honor Roll

06-106—Media Use in Classrooms

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

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

06-107—Grading Policy

06-108—Student Education Plans

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

06-109—Classroom Supplies Appropriation

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

07—Finances

Procurement of Goods and Services

The school shall follow outlined procurement (purchasing) procedures of the school and provisions of the state procurement code (UCA 63G-6a) and procure only those items and services that are required to perform the mission and/or fill a bona fide need. Procurements are made using best value contracting which includes assessing the best value considering quality, performance, timing, and price. Additionally:

- Administration shall not intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two or more invoices or purchase orders, or to make smaller purchases over a period of time in order to circumvent any aspect of this policy or of state law;
- Exclusive contracts (requiring the purchase of needed goods or services from a single, specified seller) are not authorized except as outlined in the state procurement code (UCA 63G-6a);
- Multi-year contracts shall comply with UCA 63G-6a-1204;
- Construction and improvements shall comply with the law and administrative rules of the State of Utah and its departments or agencies and differing rules, forms or reports, not in accordance with state law and administrative rules, may not be produced by school staff or outside service providers without Board authorization;
- Written records will be kept for all purchases, including complete bids when applicable by law. Competitive bids will be filed in the winning bidder's vendor file;
- All lease agreements will be evidenced by a lease or sublease agreement approved by the Board and signed by the Board Chair (or designee). The agreement will identify all the terms and conditions of the lease;
- Administration or any agent of the school may not accept hospitality gifts, gratuities, kickbacks, or any other unlawful consideration under 63G-6a-2304.5;
- Satisfactory receipt of goods and services will be confirmed, as invoices are approved by buyers, before payment is made to a vendor.

Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Director, business manager, the Board Chair or Treasurer when available. Sound business practices shall be used and documented in all cases.

Sales Tax

Charter School is exempt from sales tax both as a governmental entity and as a charitable organization.

- The school Board and administration shall maintain the school’s IRS (501c3) and public school tax exempt status by complying with government regulations at all times;
- The school administration shall follow vendor policies regarding sales tax exemption;
- As authorized, school employees or volunteers may use the school’s non-profit tax exemption registration number (and Tax Commission form) only for legitimate school purchases. Authorization may be revoked when necessary;
- Employees or volunteers may not be reimbursed for sales tax. If sales tax is paid by school employees or volunteers at the point of sale, the school may seek reimbursement of sales tax consistent with applicable rules at its discretion.

Audit

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

Audit Committee

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

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