



# LAKEVIEW ACADEMY CHARTER SCHOOL

*Students, Parents, Teachers – A Winning Team*



*A different way of learning*

# 1. Cover Sheet

Proposed School Name Lakeview Academy

Applicant's Name Lakeview Academy, Incorporated

## Table of Contents

1. Cover Sheet	2
2. Title page	3
3. Target Population	4
4. Comprehensive Program of Instruction	9
5. Detailed Business Plan	18
6. Organizational Structure and Governing Body	18
7. Articles of Incorporation and Bylaws	26
8. Admission, Dismissal and Suspension Procedures	26
9. Procedures to Review Complaints of Parents	27
10. Opportunities for Parental Involvement	28
11. Description of Plan to Secure School Insurance	29
12. Agreements or Plans for Providing Extracurricular Activities	29
13. Qualifications of Teachers	29
14. School Library Description	29
15. Administrative and Supervisory services	30
16. Fiscal Procedures	30
17. Policy and Procedures Regarding Employee Termination	31
18. Policy and Procedures Regarding Employee Evaluation	31
19. Policy and Procedures Regarding Employment of Relatives	32
20. Utah State Retirement System	32
21. Waivers from State Board Rules	32
22. Conversion Charter Schools	33
23. Assurances	33



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**Founding Members to date are as follows:**

Robin Allred	Emily Anderson	Teresa Bird	Lisa Boucher
Nicole Bullock	Nikki Carpenter	Rachael Cochran	Janette Crump
Liz Dalley	Mandee Dean	Mark Devlin	Andrea Dinublio
Karen Eggett	Tamara Follett	Andrea Fong	Shauna Freebairn
Kristy Gordon	Heidi Gray	Michael Grooms	Karyn Gustafson
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Brian Ricks	Monica Sanborn	Lisa Smith	Melinda Smith
Tina Smith	Brooke Stockman	Angie Taylor	April Thompson
Becky Thompson	Rebecca Thompson	Tami Vincent	Marci Williams

### 3. Target Population

**Mission Statement (use only this space):**

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

### Grades Served

Total Number of Students  
(Enrollment Cap)

Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Year 1 2006-2007	75	75	75	75	75	75	75	75	75					675
Year 2 2007-2008	75	75	75	75	75	75	75	75	75	75				750
Year 3 2008-2009	75	75	75	75	75	75	75	75	75	75				750
Year 7 2012-2013	75	75	75	100	100	100	100	75	75	75				850
Year 8 2013-2014	100	100	100	100	100	100	100	100	75	75				950
Year 9 2014-2015	100	100	100	100	100	100	100	100	100	100				1000
Ultimate Enrollment	100	100	100	100	100	100	100	100	100	100				1000

(The number of students should be the maximum enrollment that is being requested)

**Outreach Plan** (consistent with the school’s mission AND the public school law and purpose)

Lakeview Academy will primarily serve students in Grades K-9 from the community of Saratoga Springs and surrounding area. We will use our website, word of mouth, public postings, ads in local newspapers, press releases, and informational meetings to draw interest and attention to our school.

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**School Calendar**

Standard                     Extended School Year                    Instructional Days 180  
 Alternative (please describe in 5 words or less)                    Start Date August 28, 2006

Complete the following information for each site indicated above. If planning more than one site, attach an additional page with the following information.

If facility arrangements have been made, provide the information below.

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Site/Location Description. *(If facility arrangements have not been finalized, please provide general information on the location and type of facility planned for your school.)*

Lakeview Academy will be located in the city of Saratoga Springs. An ideal location would be near the city center, commonly known as the four-corner area (where Redwood Road intersects SR 68 out of Lehi). This would allow easy access for students from all directions, including Bluffdale, Herriman, Lehi, Eagle Mountain and Saratoga Springs.

The founding council has made allowances in the budget for a school facility with approximately 55,000 square feet when completely finished. This size facility will readily accommodate the needs of our student population and meet all state and local building codes and ADA requirements. The grounds of the facility will be fully developed and fenced for safety and will include adequate parking, a drop-off zone, playing fields, and playground equipment.

The interior of the school will have a reception center located in the front of the school, with the administrative offices located in or nearby. The building will also contain a library, teacher’s lounge, sick area, special education classroom, and stage. In addition, we plan to have a gymnasium. We would also like to see the school have a cafeteria with a full service kitchen attached to the main gymnasium that could be closed off and used simultaneously with the gym for small assemblies or grade level activities. This area could also be used for indoor recess during the winter months.

The teaching areas of the school will be sectioned into “pods”. Each “pod” will include three large classrooms, a central area for small group activities with space for a computer lab, bathrooms and storage areas. This design will allow our teachers to work as a team.

**Seven purposes for charter schools –Title 53A-1a-503**

1. Continue to improve student learning:

Lakeview Academy will improve students’ learning by establishing high standards, challenging all students to reach their potential, and providing the support students need to succeed. Research shows that students are more likely to succeed when they feel connected to school. School connectedness refers to an academic environment in which students believe that adults in the school care about their

learning and about them as individuals. When teachers make learning meaningful and relevant to their students' lives, students develop a stake in their own education. Teachers at Lakeview Academy will be guided to: (1) create clear classroom structure with consistent expectations for behavior and performance, and (2) provide a healthy setting in which students can exercise autonomy and practice decision-making skills. We will further improve student education by incorporating the following:

- Form grade-level education teams in which groups of teachers work with students
- Provide a mentor for teachers who have less than three years of teaching experience
- Ensure that course content is relevant to the lives of the students and connect what they learn to the world around them
- Provide service learning and community service projects so that children can see they are important in the world
- Use a wide variety of instructional methods and technologies to reach all types of learners
- Provide opportunities for students who are behind to achieve grade-level performance by creating individual student plans prepared by the grade level team
- Provide character development instruction every day to improve student behavior and self-esteem
- Encourage parents to be involved in their children's education by modeling responsibility and love of learning. Investing of their time and resources through voluntary involvement at Lakeview Academy will show their children that education is important. Parents are empowered to influence the quality of their child's education by participating in students' studies, classrooms, committees, and in school leadership roles-all in close cooperation with teachers and administrators. This collaboration between students, parents, and teachers contributes to improved learning.
- Organization and study skills will be taught incrementally each year because mastery of these skills enhances students' ability to achieve academic excellence.

We will measure the success of this goal by student assessments and parental feedback.

2. Encourage the use of different and innovative teaching methods:

Innovative teaching methods will be an integral part of learning at Lakeview Academy. We will vary our teaching methods to reach all types of learners through creative hands-on projects, small group activities, family events, and special presentations. It is our goal to reach every child through a variety of teaching methods, thereby meeting the individual needs of each student. This will make learning exciting for all students.

Our school will also strive to look beyond our walls for educational resources. We will utilize outside facilities and resources whenever possible. By using community experts, knowledgeable parents, and creative demonstrations, students will experience new ways of learning and see that learning never ends. The possibilities are endless and only limited by our imagination and the resources we can acquire.

We will measure the success of this goal by student test scores, parental satisfaction and committee reviews.

3. Create new professional opportunities for educators that allow them to participate in designing and implementing the learning program:

The teachers at Lakeview Academy will be considered a vital resource for the continual evaluation and implementation of the school's learning program. We believe teachers are our best resource for feedback and suggestions on the school's learning program. All full-time teachers will be required to serve on a committee. For more information on the responsibilities of these committees, please see the **Organizational Structure and Governing Body section**.

We will measure the success of this goal with direct feedback from teachers.

4. Increase choice of learning opportunities for students:

The school will develop an Enhancement Day program to increase choice of learning for our students. Since real-life application and multi-sensory learning are at the core of Lakeview Academy's progressive approach to education, this unique program will be designed to enhance the students' learning experience. The program will include things that enrich and encourage personal growth in our students. Students will be engaged in experiential and expeditionary learning through this program, thus allowing students to build upon and demonstrate what they have been learning in class. Enhancement day will take place every Friday and include such things as group or individual projects, field trips, participation in mini classes and other activities that "enhance" or extend what they have been learning in class.

Founding Council Committees will develop these programs over the next year.

Lakeview Academy will also publish monthly newsletters to highlight additional learning opportunities for students such as:

- Areas to research (website, library, community resources, etc.) on particular topics relevant to the curriculum for that month
- Hands-on project ideas
- Community Service suggestions

Lakeview Academy will offer extra-curricular activities that promote the mission statement of Lakeview Academy.

A committee will be formed to plan and promote student involvement in extracurricular activities such as:

- Reader's Theatre
- Drama
- Art
- Photography
- Cooking
- Sports
- Music

We will measure the success of this goal with direct feedback from students and committees.

5. Establish new models of schools and new forms of accountability that emphasize measurement of learning outcomes and the creation of innovative measurement tools.

At Lakeview Academy, the school will be divided into pods. These “pods” will consist of classrooms with a common area, a computer lab with internet access and a group meeting area.

This new school model promotes more hands-on learning through groups. It also allows the grade-level teams to maximize teaching techniques and rotate activities throughout the grade level. Grade levels will be broken up into fluid ability groups. A teacher and a teaching assistant will supervise an ability group with help from parent volunteers. Having this many people to help will enable the students to truly achieve their academic potential. Not only will students benefit from having multiple teachers, but they will also learn from each other under this learning model.

Lakeview Academy will be utilizing our volunteer parents in many ways. We have structured a Parent Assisted Learning System (PALS) program to educate our parents on helping in the classroom. Parents will be trained in academic programs, classroom management skills, confidentiality and more. Parents working under the PALS program will be encouraged to contribute approximately 4 hours of classroom time per month. PALS will tutor individual students that have deficiencies. PALS will also take care of all copying, cutting, coloring, bulletin boards and other prep work that take away from teacher preparation and planning time.

Parents and teachers will be on committees together instead of having a separate parent organization. Lakeview Academy believes that by bringing parents and teachers together in the same organization, parents will feel empowered to help their children succeed at a level unavailable in the regular school system. Parents will play a huge role in the success of Lakeview Academy. When parents, as well as teachers, are held accountable for the success of the school, students’ needs are met at a higher level. The daily presence of parents in the classroom creates much greater feedback relative to the teacher, the course content, and the class environment than would ordinarily be possible in a setting where parents are less active in the day-to-day learning.

Lakeview Academy will measure the learning of our students on many levels. One way will be for teachers to maintain a portfolio for each student (For more information about student portfolios, see Methods of Instruction). The portfolios will show individualized skills and improvement from the whole year. Teachers will also require students to demonstrate the skills they have learned by having them do projects during school rather than taking them home. This will show the true level of understanding in a subject by ensuring the student is the one doing the project and not the parent. Examples of some student projects are: displays, reports, and presentations. Teachers will use the projects to assess progress in addition to or instead of traditional written testing procedures.

We will measure the success of this goal by student, parent and teacher feedback and test scores.

6. Provide greater opportunities for parental involvement in management decisions at the school level. *(See also 53A-1a-508 (3) (h))*

There are numerous ways in which parents may be involved in the management decisions at Lakeview Academy. Some of them include the following: working on committees to recommend policy and curriculum changes, serving on the Site Advisory Council or Professional Advisory Council, and



using Lakeview Academy's written formula for producing change as described in the Lakeview Academy Handbook.

We will measure the success of this goal with feedback from parents.

- 7 Expand public school choice in areas where schools have been identified for improvement, corrective action or restructuring under the No Child Left behind Act:

Lakeview Academy is not being established in an area identified under the No Child Left behind Act.

## **4. Comprehensive Program of Instruction**

### **Curricular Emphasis**

#### **Philosophy**

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

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

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

#### **Methods of Instruction**

Teachers at Lakeview Academy will employ a variety of instructional strategies to best meet the needs of the student population. We will make extensive use of repetition and scaffolding of new information. As students master old concepts new ones will be introduced and practiced. Students will have the opportunity to work at their ability level and pace, and not be impeded by another student's rate of progress.

At Lakeview Academy we believe in the principles set forth by Lev Vygotsky, a well-known child development theorist, who believed that children learn as they interact with those who are more knowledgeable than them. This more knowledgeable person can serve as a guide or a model to accompany an apprentice through the process of active discovery. Vygotsky terms this the zone of proximal development, "...the range of tasks or skills that are slightly too difficult for a child to do alone but that she can do successfully with guidance or "scaffolding" by an adult or more experienced child". That being stated, some teaching will take place in fluid ability-level groups while other instruction will be given to a whole group. Additionally students may work together in mixed ability-level groups to teach and learn from one another. This process will provide students with the opportunity to learn together, build self-confidence, and master skills.

Teachers at Lakeview Academy will work together on grade-level instructional teams in order to address all learning styles and abilities. Paid and volunteer teaching assistants will also work alongside classroom teachers to ensure that the needs of all students are being met.

To make sure that we can provide for the needs of our students, benchmark assessments will be administered no less than three times per year. Benchmark assessments will be used to help place students in fluid ability-level groups, differentiate instruction and to ensure that students are meeting the state requirements. Formative and Summative assessments will also be used as a guide for teachers. Teachers will maintain individual student portfolios. Since Lakeview Academy is not a worksheet driven school, few if any worksheets will be included in portfolios. Instead, the portfolios will contain items that are a true reflection of student's work and understanding of a subject(s). Students will help their teachers to select pieces to be included. This will be a useful tool at parent/teacher conferences. It will allow students the opportunity to show their best work and progress in different subject areas plus promote the students' sense of self-worth.

Teachers will be trained in the curriculum that has been adopted by Lakeview Academy to maximize our student's performance and maintain high academic standards. They will also participate in professional development training (In-service and Pre-service) throughout the year. The Director and the Education Coordinator will plan and conduct In-service at least one day per month. In-service will include a variety of presentations, speakers, and attendance at conferences and workshops. We believe in the value of lifelong learning and aim to provide continued education for our teachers.

Lakeview Academy will use a variety of research-based curriculum that aligns with the Utah State Standards to best meet the needs of our student population. In accordance with our mission and philosophy, the academic program will provide for a strong foundation of basic building blocks, which supports the acquisition of greater knowledge. Lakeview Academy is committed to educating the whole person, encouraging a deep love for learning, and preparing students to contribute to a changing and challenging world

Some of the curriculum choice may include the following:

#### Saxon Math

Saxon Math will be used for all students at Lakeview Academy. The goal of Lakeview Academy is for all students to achieve at least grade level status in mathematics. Teachers will be trained to use the curriculum as a guide as they develop ways to make the instruction of math more applicable to the students' lives with hands-on activities.

#### Balanced Literacy

A balanced literacy approach will be used for all students at Lakeview Academy. This research-proven method provides literacy instruction in each of four categories:

Guided Reading: Students learn and practice comprehension strategies using leveled reading material, incorporating a wide range of literature.

Self-Selected Reading: Students learn how to select material that is "just right" for them, and read for meaning and enjoyment.

Working with Words: Creative multi-sensory techniques allow students to explore parts of speech, letters, sounds, word families, and spelling rules and exceptions, as well as increase their vocabulary.

Writer's Workshop: Students brainstorm, draft, write, revise, edit and publish with a real audience in mind.

Each component is incorporated as part of a daily instructional routine. A single language arts skill (such as grammar, phonics, or spelling) can fall under multiple categories, allowing for that skill to be revisited multiple times in meaningful ways. This increased exposure to and practice with language arts skills encourages greater mastery for students at all levels.

In order to provide a consistent approach to the varied pieces of this Balanced Literacy instruction throughout a student's experience at Lakeview Academy, some of the following programs will be utilized: Shirley English, Reading Street, Write Source, Handwriting Without Tears, First Strokes, and Words Their Way.

### Science Works for Kids

Science Works for Kids is a series of resource books, which connect science to real life. Each level (K-1, 1-3, and 3-6) contains between 6-10 resources books that cover various science concepts. They allow students to learn by doing with ready-to-go activities and experiments.

### Project WILD

Project WILD is one of the most widely-used conservation and environmental education programs among educators of students in kindergarten through high school. It is based on the premise that young people and educators have a vital interest in learning about our natural world. Emphasizing wildlife because of its intrinsic value, Project WILD addresses the need for human beings to develop as responsible citizens of our planet.

## **Utah State Core Curriculum**

Lakeview Academy will align all curriculum, K-9, with the Utah State Core Standards.

## **Special Emphasis**

At Lakeview Academy special emphasis will be placed on Science, the Arts, and Technology. This will be done by incorporating technology in the everyday classroom, focusing on science and providing an opportunity for all students to participate in and appreciate the arts. The school will be equipped with several computer labs. These labs will be used to practice keyboarding skills and to engage the students in interactive, educational lessons and games. The school's science curriculum, aligned with the Utah state standards, will be used to give students extensive hands-on exposure to and experience with a wide range of science topics. Lakeview Academy will also place a special emphasis on the Arts. Not only will Lakeview Academy employ a music teacher but students will have the opportunity to participate in after school music programs such as choir or orchestra. Lakeview Academy will be including an art studio for the Middle School students and two art areas for the Elementary students. Teachers will use these areas for students to create and express themselves artistically. A Night of the Arts will be held regularly to showcase students' art. Lakeview Academy's curriculum choices also provides an in-depth look at classic pieces of Art, Literature and Music. Our Fridays will be viewed as a time to enrich and immerse our students in "real world" experiences. We will use our short-day Fridays for special mini-enrichment courses, student research projects, field trips, school assemblies, community service projects, and academic

Amended Charter

Motion 020212-4, Approved by State April 13, 2012

Page 11 of 34

student contests. In addition, we may offer elective classes on Friday afternoon in such areas as Music, Art, Drama and Sports.

**Secondary Education**

Lakeview Academy understands the requirements of a secondary education program. As we transition into our second year of operation all State requirements will be fulfilled. Secondary classes will align with the Utah State Core Curriculum. Our budget reflects the addition of a librarian and a guidance counselor the second year to accommodate the requirements for ninth grade students and Northwest Accreditation. We will also ensure that proper steps are taken to secure this accreditation in a timely manner.

**Effectiveness Goals**

Goal	Specific Objectives (What will be measured?)	Measurement Criteria (How you know it—means of measuring data, percent mastery, etc.)
<p><b>1. Continue to improve student learning</b></p>	<p>1a. Students will develop and demonstrate proficient skills in language arts.</p>	<p>1a. Students will be given benchmark assessments in language arts no less than three times per year.</p> <ul style="list-style-type: none"> <li>• Student progress in reading will be tracked, monitored, and measured by at least 85% of students achieving at or above grade level on benchmark tests by the end of the school year.</li> <li>• During the school year writing samples will be collected and analyzed by teachers for each student no less than three times a year as a performance based assessment to demonstrate student improvement in writing on a yearly basis.</li> </ul> <p>Students will also take end of the year CRT's to determine proficiency. Every year at least 85% of our students will perform at proficiency or higher on the language arts CRT's.</p> <p>The Board of Trustees will monitor these assessments throughout the year through benchmark and CRT reports.</p>

	<p>1b. Students will demonstrate proficient mathematical skills as defined by Lakeview Academy and the Utah Core Curriculum.</p>	<p>1b. Students will be assessed with benchmark exams no less than three times per year and take end of year CRT's. Mathematical aptitude will be measured by 85% of students performing at or above grade level on benchmark tests by the end of the school year and achieving level 3 sufficient or level 4 substantial proficiency on the end of year CRT's.</p> <p>The Board of Trustees will monitor these assessments throughout the year through benchmark and CRT reports.</p>
	<p>1c. Students will demonstrate proficient science skills as defined by Lakeview Academy and the Utah Core Curriculum.</p>	<p>1c. The Science curriculum will provide students with the opportunity to meet and exceed the Utah Core standards.</p> <ul style="list-style-type: none"> <li>• Each year all students will demonstrate adequate mastery of science principles during a science enhancement event. This will be measured yearly by direct inspection by the Board of Trustees.</li> </ul> <p>Among students who take the end of year Science CRT's 85% of students will achieve proficient or higher.</p> <p>The Board of Trustees will monitor these assessments throughout the year through benchmark and CRT reports.</p>
	<p>1d. Students will have a basic knowledge of and appreciation for the Arts and Literature.</p>	<p>1f. Using Lakeview Academy's curriculum choices, students will be exposed to a variety of classic works of art, literature, music and drama.</p> <ul style="list-style-type: none"> <li>• Students will have opportunity to express themselves artistically in the classroom and in extra-curricular activities. Throughout the year all students grades K-9 will demonstrate adequate mastery of a broad range of art concepts during a show what you know event.</li> </ul> <p>This will be measured yearly through direct inspection by the Board of Trustees at the show what you know events.</p>
	<p>1e. Students will have an understanding and</p>	<p>1e. Teachers will integrate current technology, such as computers, into</p>

	working knowledge of current technology.	<p>classroom learning.</p> <ul style="list-style-type: none"> <li>Each student will complete at least one technology project a year.</li> </ul> <p>The Board of Trustees will measure this on a yearly basis by direct inspection of several technology projects at each grade level.</p>
	1f. Students will develop a strong sense of their individual self-worth.	<p>1f. This will be accomplished by daily instruction in character education in all grade levels.</p> <ul style="list-style-type: none"> <li>The administration will review teacher lesson plans to determine if character education was taught daily in at least 90% of the classrooms at Lakeview Academy each year. A 100% of students will also create portfolios throughout the year to track their own progress and to have a showcase of their best work for their parents.</li> </ul> <p>This will be measured by the Board of Trustees reviewing a sampling of student portfolios during parent teacher conferences.</p>
	1g. Students will learn how to study and be organized.	<p>1g. Each year teachers will emphasize personal accountability with schoolwork and teach organizational and study skills.</p> <ul style="list-style-type: none"> <li>Students will demonstrate their understanding of organizational and study skills when doing research projects and completing various projects during school.</li> <li>This will be measured by 100% of students having no more than 10% of their assignments missing at the end of each quarter.</li> </ul>
<b>2. Create new Professional opportunities for educators</b>	2a. Teachers will be Highly Qualified	<p>2a. Every year 100% of our hired teachers will already possess or be working toward an appropriate Utah license. This will be measured by the Board of Trustees through the annual approval of the employee salary wage agreements.</p>

	2b. The Education Coordinator will mentor and observe all teachers to ensure the highest quality of teaching.	2b. The Education Coordinator will be responsible for overseeing the mentoring process for all teachers. <ul style="list-style-type: none"> <li>• Every quarter the Education Coordinator will observe, conference with, and set professional development goals with each teacher that reports to them.</li> <li>• The Education Coordinator will track progress of these goals in the teachers' portfolios.</li> <li>• The Director of Lakeview Academy will annually, at the teacher's final evaluation, inspect each teacher's portfolio to ensure that quarterly observations and conferences were held and that each teacher has successfully met at least one of their professional development goals.</li> </ul>
	2c. Trained teaching assistants (TA's) will aid classroom teachers in meeting students' needs.	2c. Paid and volunteer teaching assistants will be trained according to Lakeview Academy's mission, philosophy and curriculum. <ul style="list-style-type: none"> <li>• The Education Coordinator will observe teaching assistants at least once per quarter to ensure the effectiveness in meeting student's needs.</li> <li>• The success of the trained teaching assistants will be measured by a rubric designed by the administration.</li> </ul>
	2d. All teachers and TA's will be trained on the implementation of the school's curriculum and Utah State Standards.	2d. The entire faculty and all teaching assistants will receive in-service training on planning and implementation strategies for all curricula and state requirements. Each year employees will have a 95% attendance rate at these in-service trainings.
<b>3. Provide opportunities for greater parental involvement</b>	3a. Lakeview Academy will maintain open and effective communication between parents and the school community.	3a. Lakeview Academy will encourage open communication between parents and teachers through as needed SEP meetings, weekly teacher newsletters, and monthly school bulletins. <ul style="list-style-type: none"> <li>• This will be measured by our annual parent survey with 80% of parents rating the school as satisfactory or higher in communication categories.</li> </ul>

	3b. Parents feel empowered to influence the quality of their child's education.	3b. Parents will have the opportunity to participate in student's studies, volunteer in the classrooms, attend board meetings, work on committees, and participate in school leadership roles. <ul style="list-style-type: none"> <li>Families will log their volunteer hours in the school management software.</li> <li>Parental involvement will be measured by 70% of our families volunteering at least four hours per month and participating on one school committee each year.</li> </ul>
	3c. Through volunteer opportunities, parents are satisfied with the educational experience of their students.	3c. Lakeview Academy will have at least an annual student retention rate of 90%. This will be measured through monthly enrollment reports to the Board of Trustees.

**Program of Instruction Monitoring**

Each grade (K-6) will be organized into a grade-level team including three teachers and three teaching assistants. The Middle School (7-9) teachers will function as one grade level team. Each team (K-6) will be assigned seventy-five students. Students' (K-9) will have a homeroom teacher but may also be instructed by any teacher on the grade-level team. Benchmark assessments will be used to track student progress. Formative and Summative assessments will also be used in all content areas to track student progress and guide teacher decision making. Grade-level team meetings will take place each week. During this grade-level meeting, teachers and teaching assistants will discuss student performance, placement, and recommendations for individualized instruction. Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary.

Lakeview Academy will ensure that teachers incorporate State standards into their instructional practices. All teachers will create a yearlong curriculum plan using the school's curriculum aligned with Utah State standards prior to the first day of school. The Education Coordinator will review the plan and sample lesson plans throughout the year. The Education Coordinator will also be responsible for conducting observations on all teachers regularly.

**Special Education**

All teachers at Lakeview Academy will be trained and understand the provisions set forth in the Individuals with Disabilities Education Act (IDEA). Lakeview Academy will uphold all laws to ensure that students receive a free and appropriate public education (FAPE).



Lakeview Academy understands the need for specialized training and instruction for those students identified with special needs. In order to meet these needs Lakeview Academy will employ a Special Education teacher. A regular education teacher will refer a student to Special Education when classroom intervention techniques have failed. The Special Education teacher will then be responsible for obtaining parental permission and completing any necessary testing. It will also be the responsibility of the Special Education teacher to arrange an Individualized Education Program (IEP) meeting.

A special team will be called for the (IEP) meeting. The team will consist of the following individuals: the regular and Special Education teachers, an Administrator, the student's parent(s) and if appropriate the student. This team will be responsible for identifying the student's current level of education, annual goals, short-term objectives and any necessary accommodations.

For specialized services such as a Speech Therapist, Lakeview Academy will contract with individual providers.

## **5. Detailed Business Plan**

Lakeview Academy will submit the budget proposal for all expenses anticipated through the opening of the school with the Startup Grant application, as directed by the Utah State Office of Education. Lakeview Academy will use the services of a respected accounting firm for the school audit. A current school budget is available on Lakeview Academy's or the State Auditor's website.

### **Gradual Expansion Plan**

Lakeview Academy has developed a gradual expansion plan. We will serve students in K-8 the first year and then add 9<sup>th</sup> grade the second year.

## **6. Organizational Structure and Governing Body**

Description of the organizational structure and governing body of Lakeview Academy has been divided into two phases: the *Planning Phase* and the *Operational Phase*.

### **Planning Phase**

The planning phase is the time period from pre-application until the first day of school.

During the planning phase the organizational structure and governing body will be composed of the Lakeview Academy Founding Council, committees as deemed necessary by the Council, a Chief Administrative Officer (CAO) appointed by the Council and, upon being hired, the Lakeview Academy School Director and Education Coordinator.

### **Lakeview Academy Founding Council**

The Council consists of those individuals originating Lakeview Academy. Four of the Council members have been designated as officers. The officers receive recommendations from other members of the Council with respect to developing the school. Officers of the Council shall have exclusive voting rights regarding the contents of Lakeview Academy's charter application. The completed application must be approved by the Amended Charter

officers with a unanimous vote, prior to submitting to the state. Lakeview Academy's Founding Council Officers and Members as currently constituted are:

### Officers

- Kristy Gordon, Saratoga Springs, Utah (President/ CAO)
- Emily Anderson, Lehi, Utah (Vice President/ Secretary)
- Alicia Howard, Saratoga Springs, Utah (Site Advisory Council Liaison)
- Gary Petersen, Saratoga Springs, Utah (Financial Officer)

### Members

Robin Allred	Emily Anderson	Teresa Bird	Lisa Boucher
Nicole Bullock	Nikki Carpenter	Rachael Cochran	Janette Crump
Liz Dalley	Mandee Dean	Mark Devlin	Andrea Dinublio
Karen Eggett	Tamara Follett	Andrea Fong	Shauna Freebairn
Kristy Gordon	Heidi Gray	Michael Grooms	Karyn Gustafson
Alicia Howard	Lu Hilmo	Mike Hilmo	Sara Hilmo
Nathan Holmes	Joylin Lincoln	Diane Maxwell	Mat Maxwell
Sara McKee	Sharon Monday	Lisa Morris	Stacey Myers
Gary Petersen	Kristen Poduska	Bridget Powell	Shauna Powell
Brian Ricks	Monica Sanborn	Lisa Smith	Melinda Smith
Tina Smith	Brooke Stockman	Angie Taylor	April Thompson
Becky Thompson	Rebecca Thompson	Tami Vincent	Marci Williams

The Founding Council defines and shapes Lakeview Academy's mission, strategic plan and core policy. The officers will make appointments for openings on the Founding Council. Some of the responsibilities of the Founding Council include:

- Selecting the President/ Chief Administrative Officer (CAO) from the Council
- Preparing and submitting Lakeview Academy's charter application
- Ensuring that all plans for Lakeview Academy are consistent with the charter and mission statement
- Defining initial policies for the Lakeview Academy Site Council
- Authoring and approving Lakeview Academy's internal policies, procedures and bylaws
- Defining and communicating school core values, principles, and policies to the public
- Establishing committees and selecting committee chairs and members
- Signing legal documents and commitments as required by Utah state law and Alpine District code

### Committees

The Founding Council will establish committees as needed to facilitate and enhance the planning and operation of the school. To date, the Council has established six committees. The committees, chairperson, and committee members as currently constituted for each are as follows:

- Founding Council Development Committee  
Kristy Gordon (Chairman)
- Facilities Committee  
Alicia Howard (Chairman)  
Karen Eggett

- Curriculum Development Committee  
Lisa Smith (Chairman)  
Becky Thompson
- Technology Committee  
Emily Anderson (Chairman)  
Lisa Morris
- Finance Committee  
Gary Petersen (Chairman)
- Enrollment Committee  
April Thompson (Chairman)

### **Chief Administrative Officer (CAO)**

The President of the Founding Council shall also serve as the CAO during the planning phase. Once the school reaches operational phase, the officers of the Founding Council will transition to a newly established Board of Trustees and the Site Advisory Council will replace the Founding Council. The President/ CAO of the Founding Council will transition to the President/ CAO of the Board of Trustees. Kristy Gordon is currently serving as the CAO of Lakeview Academy. Some of the Duties of the CAO include the following:

- Acting as liaison between the Founding Council and the Lakeview School Director
- Acting as point of contact with the state charter school board
- Presiding over meetings of the Founding Council
- Serving as chairman of the Founding Council Development Committee and the Facilities Committee
- Signing legal documents and commitments as required by Utah state law and Alpine District code
- Making appointments to key administrative positions and faculty

### **Lakeview Academy School Director**

The Director is in charge of day-to-day operation of the school. He or she is responsible for implementing the policies and procedures established by the Founding Council during the planning phase and by the Board of Trustees once the school becomes operational. Some responsibilities of the Director are:

- Serve as an ex officio member of the Lakeview Academy Site Advisory Council
- Implement policies and procedures as approved by the Board of Trustees
- Recommend policy and procedural changes to the Board of Trustees
- Recommend changes to school faculty and support staff
- Represent the school in public relations events
- Support and guide the school in achieving the mission statement
- Oversee the staff of Lakeview Academy
- Act as arbitrator between parents and teachers when conflict resolution is necessary

### **Education Coordinator (EC)**

The primary responsibility of the Education Coordinator is to ensure effective curriculum implementation by working with the Middle School and Elementary School Academic Groups, and grade level teams to evaluate and recommend curriculum adjustments. The EC is also responsible for training teachers and teaching assistants in a manner consistent with Lakeview Academy's charter, mission statement, philosophy and Amended Charter

structure. The EC is responsible for monitoring and evaluating teacher instruction and, when appropriate or requested, reporting to the School Director or Board of Trustees. The EC will fill in for the administration when the Director or Assistant Director(s) is unavailable. He or she will follow all policies and procedures established by the Founding Council during the planning phase and by the Board of Trustees once the school becomes operational.

### **Operational Phase**

The operational phase will begin on the first day of the 2006-2007 school year. The organizational structure and governing body may be composed of a Board of Trustees, a Professional Advisory Council, a Site Advisory Council, a CAO, a School Director, an Assistant Director(s), an Education Coordinator, and various committees.

### **Board of Trustees**

As the school transitions from the Planning Phase to the Operational Phase, the Founding Council officers become the Board of Trustees. All subsequent members of the Board of Trustees shall be drawn from the ranks of parents and the community at large. Anyone who receives compensation whether as an employee or contractor who is paid from school funds, notwithstanding they also may be parents are ineligible to serve as a Trustee. Anyone related to an employee or a contractor who is compensated with school funds, notwithstanding they also may be parents are ineligible to serve as a Trustee. Lakeview Academy's Board of Trustees shall have no more than six total board members, with one member being elected by the parents of actively enrolled students, each family having one vote regardless of how many students they have enrolled at Lakeview Academy. For more information on elections see Election Policy.

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

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

### *Appointments and Election for board vacancies*

Opening(s) on the Board of Trustees, except the Parent Elected Trustee, will be filled by 2/3rds majority vote by all board members. A parent elected vacancy shall be filled by a new parent election.

For more information on elections see Election Policy.

### *Term of Office and removal of Trustees*

Any Trustees who are serving on the Board of Trustees on the first day of the Operational Phase shall serve for an indefinite term unless the Trustee is removed for Disciplinary Action, violates the corporations' by-laws, or meets one of the criteria under Removal from Office.

All new Trustees, except the Parent Elected Trustee, shall serve an initial term of two to four years to be determined at the time of appointment so that no two Trustees terms expire at the same time. After the term expires, a new term may be offered to the prior Board Trustee by 2/3 majority vote, with the exception of the Parent Elected Trustee who must be re-elected by the parents of currently enrolled students.

Resignation of a Trustee will result in a replacement being appointed by a majority vote of the remaining Trustees then in office (or by parent election if the board member was elected by the parents), or by the sole remaining Trustee should that situation occur. If for some reason all positions on the Board of Trustees become vacant at once, then the power and authority to appoint a new Board conveys to the Site Advisory Council. The following individuals will be on the Board of Trustees on the first operational day:

Julianne Kicklighter- President/CAO  
Donna Burnham- Financial Officer  
Lisa Smith- Board Member  
Rachael Cochran- Board Member  
Mandee Dean- Board Member  
Joylin Lincoln- Board Member

### *Removal from Office*

A trustee may be removed from office for:

- Has been declared of unsound mind by a final order of court
- Has been convicted of a felony
- The Trustee resigns
- Death
- The Trustee is voted off by the Board of Trustees by 2/3rds majority vote for a violation under Disciplinary Action
- 

\*\*The Board of Trustees decides who shall be President/CAO if the President is removed from office.

### *Disciplinary Action:*

Members of the Board of Trustees may elect to apply disciplinary action including, but not limited to removal from office for any Trustee who violates one or more of the following:

- Acting beyond Trustees scope of authority

- Failure to fulfill assigned responsibilities from the Board President/CAO
- Acts of insubordination such as but not limited to, failure to follow direct orders from the Board President/CAO
- Any individual who operates counter to the charter
- The Trustee has failed to attend two or more of the board’s regular meetings in any calendar year without being excused by the Board President/CAO
- Has been charged with a felony
- Non-compliance with confidentiality rules for the board (See Board of Trustees manual)
- Unprofessional behavior

**Lakeview Academy Professional Advisory Council**

This council is a group of volunteers with specialized skills that are appointed by the Board of Trustees. They assist Lakeview Academy’s Board of Trustees and Site Advisory Council to achieve specific objectives of the school and its charter. The main responsibility of the Professional Advisory Council will be to provide professional services or council based on each member’s area of expertise.

**Lakeview Academy Site Advisory Council**

The Site Advisory Council (SAC) will consist of a minimum of eight members comprised of five elected (if the requirements of the election policy are not met then they may be appointed) parents of currently active students, two elected (if the requirements of the election policy are not met then they may be appointed) faculty members and the School Director who will serve as an ex officio member. Some of the responsibilities of the SAC are:

- Act as liaison between the general school community and the Director
- Guide the school in supporting the charter and achieving the mission statement
- Act as committee advisors who will oversee and delegate authority to sub-committees. For specific information regarding committee organization and responsibilities, please see section on committees.
- Recommend procedure and policy changes
- Make sound financial decisions using the budgets given to various committees.
- Assist in State reporting

Election and Term for the Site Advisory Council:

To establish the Site Advisory Council service rotation, the initial term of service for the *appointed* Members will be as follows:

- Parent Member “A” – Two year term
  - Parent Member “B” – One year term
  - Parent Member “C” – Two year term
  - Parent Member “D” – One year term Parent Member “E” - Two year term
  - Faculty Member “F” – One-year
  - Faculty Member “G”- Two-year term
- The Director will serve as the eighth member of SAC in an ex officio manner

Elections for SAC openings will be held each spring at an annual all-school meeting of parents and faculty. SAC members elected at the annual meeting will serve for a two-year term. Each family will have one vote, regardless of how many students they have enrolled at Lakeview Academy, to cast for the parent positions up for election on SAC. Each faculty member will have one vote to cast for the Faculty position on SAC. For more information regarding elections see Election Policy.

A SAC member may maintain his or her position for up to one year after their last child is no longer enrolled in the school if the Board of Trustees approves the extension. A member whose term has expired may also receive an extension of their term if the member is currently working on an assignment. The term may be extended for up to one year.

### **Chief Administrative Officer (CAO)/ President**

The President of the Board of Trustees is also ex officio the CAO. Some of the duties of the CAO include the following:

- Act as liaison between the Board of Trustees and the Lakeview Academy School Director
- Act as point of contact with the state charter school board
- Preside over meetings of the Board of Trustees
- Sign legal documents and commitments as required by Utah state law
- Conduct Board of Trustees training and development
- Oversee the hiring of employees and renew employee contracts
- 

### **Lakeview Academy School Director**

In the operational phase, the Director maintains all responsibilities as outlined in the planning phase. The Director is in charge of day-to-day operation of the school. He or she is responsible for implementing the charter, policies and procedures established by the Board of Trustees. Some responsibilities of the Director are:

- Ensure charter implementation
- Oversee all aspects of school operation
- Support and guide in achieving the mission state
- Oversee the entire academic program
- Ensure training and motivation of all staff
- Manage the school's public relations efforts with students, parents, and the broader community
- Ensure legal compliance with laws and regulations
- Serve as an ex officio member of the Lakeview Academy Site Advisory Council
- Implement policies and procedures as approved by the Board of Trustees
- Recommend policy and procedural changes to the Board of Trustees
- Recommend changes to school faculty and support staff

A complete job description is available upon request.

### **Education Coordinator (EC)**

The primary responsibility of the Education Coordinator is to ensure effective curriculum implementation by working with the Middle School and Elementary School Academic Groups, and grade level teams to evaluate Amended Charter

and recommend curriculum adjustments. The EC is also responsible for training teachers and teaching assistants in a manner consistent with Lakeview Academy's charter, mission statement, philosophy and structure. The EC is responsible for monitoring and evaluating teacher instruction and, when appropriate or requested, reporting to the School Director or Board of Trustees. The EC will fill in for the administration when the Director or Assistant Director(s) is unavailable. He or she will follow all policies and procedures established by the Founding Council during the planning phase and by the Board of Trustees once the school becomes operational.

A complete job description is available upon request.

### **Committees**

The committees established under the Founding Council during the Planning Phase may continue under the Board of Trustees at the board's discretion. Other committees may be established and changed as needed. The various committees in the school are responsible for making financial recommendation on their relevant policies or personnel items. Examples of possible committees in the operational phase are:

- Academic Committee
- Parent Volunteer Committee
- School Life Committee
- Public Relations Committee
- Financial Committee

Specific job descriptions and responsibilities for each committee are available upon request.

## **7 Articles of Incorporation and Bylaws**

Lakeview Academy has submitted the Articles of Incorporation to the State of Utah and anticipates a certificate of Incorporation in the near future. The Articles of Incorporation and Bylaws are available upon request.

## **8. Admission, Dismissal and Suspension Procedures**

### **Admission**

Lakeview Academy will comply with all federal and state laws relative to admission policies, which include an open admission. Enrollment will be guaranteed to the children of the Founding Council Members. A complete list of Founding Council members will be submitted to the State Charter School Board. The number of student preferential enrollment slots shall be approximately 10% of the total student population.

After preferential enrollment, Lakeview Academy will accept applications for non-preferential or open enrollment. Applications will be accepted during an open enrollment period. If the number of applications exceeds the available slots, the Chief Administrative Officer shall hold a lottery to include all qualifying applications (completed applications received during open enrollment). Acceptance or rejection of applicants



will be sent via requested method (mail, e-mail, telephone, etc.) on the application within 30 days from the last day of open enrollment.

## **Dismissal and Suspension**

Lakeview Academy understands that there will be occasions when a student must be either suspended or dismissed from the school. All applicable state laws will be upheld in this process to include those as required under IDEA.

Lakeview Academy will establish a Discipline Review Council (DRC) to assist the Director when a student is having ongoing behavioral problems in school. This council will consist of some or all of these individuals: Lakeview Director, Assistant Director(s), one faculty member, a member of SAC and the Guidance Counselor (Secondary only).

In an effort to achieve success for the student, they will make recommendations for a behavior modification plan to be put into place. Efforts will be made to meet with the student and parents in a timely manner to resolve the situation. If a solution cannot be reached, the DRC may make recommendations to the Board of Trustees for further action to be taken.

The DRC may also be called upon to intervene in the event that an Administrative disciplinary decision is being appealed. In such a case, the DRC's process would be:

1. Determine the reason for the appeal (which will need to be clarified in writing).
2. Determine what the offense was, the student's reaction, any history related to it and any extenuating circumstances.
3. Determine the administrative action taken and the severity of the consequence.
4. Determine school policies in this matter and which, if any, of them apply.
5. Determine whether the consequence was consistent with the handbook and appropriate for the offense.
6. Make a recommendation to the parent(s) and/or administration (whichever is appropriate) in regard to their conclusions (in written form).

Parent(s) will be allowed (but not required) to be a part of the initial meeting with the DRC in order to make their reasoning known. Once they have clarified their points, the DRC will caucus to discuss the information presented. Even if choosing to make an oral presentation, the Application for Disciplinary Appeal Form will still need to be completed and submitted to the Director. (Assistance will be available through the office if requested).

Due to the nature of the positions held within the DRC, it may be necessary for the DRC to choose to have one of their members share their thoughts initially and then exit the remainder of the meeting due to conflict of interest. (This person may be substituted with another person by choice of the committee.)

Once the appeal has been filed with the school, the DRC has up to three school-days to convene and make a decision (with the intent to come together as quickly as possible.)

The discipline will continue to be carried out until the DRC is able to meet. The Director has the discretion to postpone action pending the decision of the DRC if extenuating circumstances are determined.

Once the DRB has come to a final conclusion, the parent(s) will be notified. The President of the Board of Trustees and secretary should receive a copy of any appeal to the DRC since there is a potential for it to be appealed beyond the DRC.

## **9. Procedures to Review Complaints of Parents**

Lakeview Academy considers open communication to be essential in handling complaints regarding the operation of the school. In cases where concerns cannot be resolved directly with the parties involved or remedied through committee action, there will be a formal procedure available. The “Grievance Policy” (as described in detail in the student handbook) allows a person with a concern to choose an appropriate contact person to document the issue in detail and facilitate resolution of the issue. Examples of appropriate contacts are:

1. The Director
2. Education Coordinator
3. Committee Chairs
4. Member of Board of Trustees or Site Advisory Council

For specific details and procedures please refer to the “Grievance Policy”.

## **Parents of students served under Section 504 or IDEA**

To ensure that all aspects of the Individuals with Disabilities Educational Act are complied with in full, the following guidelines have been established:

1. The Board of Trustees will review IDEA in its entirety with the Director. Special emphasis of Section 504, relative to this requirement, will be addressed, though all issues related to IDEA will be focused on.
2. The Lakeview Academy School Director and the Education Coordinator will provide in-service training to all members of the faculty regarding the provisions of this law.
3. Specific policies will be drafted and included in our Policy Handbook to ensure compliance and implementation of necessary provisions of these laws.
4. The Director and Board of Trustees will establish a strong working relationship with the Utah State Office of Education’s coordinator in Special Education. This will ensure complete familiarity with these requirements and a clear path of communication to solve any possible problems.

## **10. Opportunities for Parental Involvement**

The active participation of parents is vital to the success of Lakeview Academy. We believe that most parents seeking a charter school understand and have a strong desire for more involvement in their child’s education. In general it is expected, that our parents volunteer of their time to be actively involved in the school. We will suggest parents perform approximately four hours of school volunteer service per month and actively participate on one committee. Lakeview Academy’s structure is organized so that parents may have more involvement in the school. Some of the ways parents may be involved include:

- Serving on the Lakeview Academy Site Advisory Council
- Participating on committees

- Working with the Parented Assisted Learning System (PALS)
- Helping with class activities or working as a room parent
- Assisting with Friday Activity Day to include field trips, classes, contests, and assemblies
- Share knowledge or skills with student groups as an extracurricular teacher
- Serve on the Professional Advisory Council

### **Parent Assisted Learning System (PALS)**

This unique program trains interested Lakeview Academy parents to work in the classroom as a Teaching Assistant. All parents who work under this program will receive special training on working with students, applicable Utah state laws and confidentiality requirements

Lakeview Academy will require all parents who have close and consistent contact with students to submit to a background check.

## **11. Description of Plan to Secure School Insurance**

The Lakeview Academy may participate in the State’s Risk Management program. This is reflected in our Operational Budget.

## **12. Agreements or Plans for Providing Extracurricular Activities**

Lakeview Academy does not plan to at this time participate in extracurricular activities with the Alpine School District. We intend to provide our own activities that are consistent with the mission and philosophy of our school. Some of the intended activity categories will be:

- Sports
- Music
- Theatre
- Holiday activities
- Special interest classes

Lakeview Academy will require any parent volunteer who will have consistent contact with students to be subject to a background check

## **13. Qualifications of Teachers**

Lakeview Academy will meet or exceed all state requirement standards for the employment of faculty. Our potential staff will be scrutinized for past performances, if applicable, and their desire to commit to Lakeview Academy’s innovative school model. We will hold our faculty responsible to support the Lakeview Academy’s philosophy, methods, policies and curriculum. The unique interaction of parents and teachers working together on committees is vital to the future of Lakeview. Prospective faculty will be fully informed of the program of Lakeview before being offered employment.

All staff members will possess and maintain appropriate types of Utah state licenses or be enrolled and progressing in an Alternative Route to licensing.

## **14. School Library Description**

Lakeview Academy's library will be located in the common area of the school. The library will have approximately 1,900 square feet. Parent Volunteers and a Librarian will manage our library. It is also expected that when a class is using the library, the teacher will maintain appropriate library behavior.

Our library will be wired for the Internet with at least two computer terminals dedicated to the students of Lakeview Academy for online research. For our upper grades we will also have a comprehensive reference section that will supplement our curriculum.

Lakeview Academy will build an extensive collection of age-appropriate books with an emphasis on leveled reading. We will include a solid collection of materials that support our curriculum and may be used to explore subjects on a higher level. The library will also provide publications in current affairs.

Lakeview Academy will build its collection through start-up grants. We will also rely heavily on donations, private book grants, and fundraisers.

## **15. Administrative and Supervisory Services**

Administrative and supervisory services will be the primary function of the Director. The Administration may also choose faculty with particular skills or experiences to assist them in improving the function of the school.

The Administration will ensure that the following are appropriately addressed: curriculum, professional development, employment issues, student discipline, management of school equipment and facilities, supervision of instruction, compliance with federal and state reporting requirements, public relations, school progress, liaison with Board of Trustees, the Site Advisory Council and the Founding Council, coordination with the Professional Advisory Council, oversee the Parent Assisted Learning System (PALS), coordination of all parent/teacher committees, school supplies, safety, coordination of curriculum with concurrent enrollment, advance placement and vocational instruction, grant writing and reporting.

These services will be addressed in detail within the Lakeview Academy Employee/Student Handbooks and will be updated as needed. The list in the above paragraph does not cover all of the services provided. Other issues may arise that require services by our Administration. In all cases the Director will work with the Board of Trustees to ensure all possible issues are addressed properly and all policies are fully implemented.

## **16. Fiscal Procedures**

Lakeview Academy will use the State Office of Education guidelines for Budgeting, Accounting and Auditing for Utah School Districts. These guidelines will be applied in administering and reporting school revenue and expenditures. The school's financial reporting will also be in accordance with Generally Accepted Accounting Principles (GAAP), which includes Generally Accepted Governmental Auditing Standards.

The Board of Trustees will develop and adopt a budget by state required deadlines for the next school year. The board will receive input and assistance as needed from school administration and various committee chairs.

Lakeview Academy will ensure payroll functions for the school similar to those provided for other state and district employees, including the preparation of the W-2 forms, filing of taxes and any other reports that are required by state and federal law.

Purchasing will require the preparation of a purchase order, signed and approved by the Director and Board of Trustees if required. The Director will be responsible for filling out and submitting reports to the state board as set forth in the Utah Charter School Act.

Disbursements from the school's operating account will require two signatures. All disbursement from the operating account will require two signatures.

In addition, Lakeview Academy will secure the services of a respected accounting firm to perform the yearly audit.

## **17. Policy and Procedures Regarding Employee Termination**

Lakeview Academy will require all employees to sign a wage agreement for employment. All agreements may be renewed on a yearly basis, contingent upon performance reviews and recommendations.

It is the policy of Lakeview Academy that efforts should be concentrated on assisting employees in adjusting to their positions and performance of duties rather than on disciplining employees for unsatisfactory performance or misconduct. However, when certain performance standards are not maintained formal disciplinary measures may be taken.

Lakeview Academy reserves the right to terminate an employee prior to the agreement renewal if an employee's performance is unsatisfactory or possess a threat to students or faculty. All terminations will comply with federal and state law, which will include an appeal process to the Board of Trustees, whose action shall be final.

The policy of Lakeview Academy is that employees may be terminated at will for just cause.

Employee termination will be further addressed in the employee handbook.

## **18. Policy and Procedures Regarding Employee Evaluation**

Lakeview Academy believes that only through a combination of frequent and organized evaluations, plus spontaneous evaluations, as needed, will employees continue to grow and excel. These evaluations encourage individual employee growth, provide information to the Education Coordinator to use in determining curriculum needs and promote the excellent standard that Lakeview Academy will demand.

Lakeview Academy requires evaluations of all employees by the Administration. The purpose of the evaluation will be:

- To involve the employee in the evaluation process and facilitate communication and understanding of expectations of the employee.
- To increase the effectiveness of each employee and, thereby, increase the effectiveness of the school as a whole.
- To provide each employee with information about the level of his/her job performance and to identify opportunities for personal and professional growth.
- To make certain that each employee is utilizing grade-specific teams to teach curriculum and maximize student learning.
- To determine if employees are meeting the high standards of teaching that Lakeview Academy will demand. To provide additional teaching techniques, out of the box thinking and new philosophies or ideals that enhance or support the charter.
- To determine if employees are meeting the needs of individual students.
- To serve as a partial basis for promotions, salary adjustments, demotions, and termination.

After the Administration completes the evaluation, a thorough discussion of the evaluation will take place between the Administration and the employee being evaluated. The completed evaluation will be signed by the Administration and the employee and placed in the employee's personnel file. In addition, the Director will review and sign the faculty evaluation.

The Board of Trustees reserves the rights to evaluate employees at any time.

## **19. Policy and Procedures Regarding Employment of Relatives**

Lakeview Academy may allow employment of relatives under the following provisions:

- Potential employees must disclose familial relationships prior to employment
- Relatives may not serve in a direct supervisory role over one another
- Decisions regarding hiring, termination, promotion, salary, performance evaluations or disciplinary actions may not be made by a relative

This will be further defined in our Policy Handbook.

## **20. Utah State Retirement System**

A defined contribution retirement plan will be offered to designated employees depending on their role and function in the school. Contribution rates and employee eligibility will be defined by the retirement plan document, board policy and administrative procedure.

## **21. Waivers from State Board Rules**

Lakeview Academy is not applying for a waiver from State Board rules.

## 22. Conversion Charter Schools

Lakeview Academy is not applying for conversion.

## 23. Assurances

**The applicant charter school hereby assures and certifies to the State Superintendent of Public Instruction that:**

- A. The charter school will make provision for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for all funds.
- B. The charter school will maintain a clear, written procedure and process for auditing school finances as per the requirements of the Utah State Office of Education.
- C. The charter school gives the Utah State Office of Education or the U.S. Comptroller General, through any authorized representative, the access to, and the right to examine, all records, papers, or other documents related to all funds, including the submission of reports as may be required.
- D. The charter school will annually provide written evidence of liability and other appropriate insurance coverage, including a description of the levels of coverage and the relationship of these coverage to local and state agency obligations.
- E. The charter school will make such reports, including reports of evaluations, in such form and containing such information as the State Superintendent of Public Instruction may reasonably require to carry out his legislative functions and to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.
- F. The charter school will comply with appropriate rules, regulations, and state guidelines except as specifically waived by the Utah State Board of Education or Legislature, and effective control will be maintained over, and accountability provided, for all funds, property, and other assets. The charter school will also adequately safeguard all public property and shall assure that it is used solely for authorized purposes.
- G. After settling any outstanding debt, all physical assets owned by the charter school become the property of the Utah State Board of Education upon the termination of the charter school.
- H. The charter school will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.
- I. The charter school will not discriminate in program benefits, participation, employment, or treatment on the basis of race, color, religion or national origin, and will comply with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of gender.

- J. The charter school assures that no otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from local, state, or federal financial assistance.
- K. The charter school will not expend program funds for any education program, activity, or service related to sectarian instruction or religious worship.
- L. The charter school will function under an open admission policy. If the number of students applying to enroll at any grade level exceeds the capacity of the school or of, classes, or grade levels within the school, then those to be admitted shall be chosen at random from among the applicants, within the allowable mandatory and optional preferences specified in Section 53A-1a-506, Utah Code Annotated.
- M. The charter school assures that it will not conduct a program of instruction until such time as:
- (1) The requisite health and safety standards for the school building have been met according to the local fire and health department inspectors;
  - (2) Adequate equipment, and materials are available; and
  - (3) Conditions are adequate to provide for the economical operation of the school with an adequate learning environment.
- N. The charter school will comply with all applicable federal and state laws, rules, and regulations regarding the recruitment, screening, selection, and evaluation of all school employees.
- O. The charter school will only employ educators who hold valid Utah Professional Educator Licenses or who meet State Board requirements for alternative licensing routes or Board authorization.
- P. The charter school will employ the use of the Utah State Core Curriculum as the foundation for the instructional program for the school.
- Q. The charter school will employ the use of the Iowa Test of Basic Skills and the Utah State Core Course End-of-Level Tests in the grade levels required by U-PASS as a fundamental part of the overall assessment program for the school.
- R. The charter school assures that resources will be available and a process established to develop a Student Education Plan/Student Education Occupation Plan (SEP/SEOP) for each student.
- S. The charter school will operate with a written procedure for student suspension and dismissal, including appeal procedures.
- T. The charter school will maintain an active parent/guardian involvement process including some formal mechanism for meaningful involvement in site-based decision making.
- U. The charter school will not charge tuition or fees, except those fees allowed by law. Governing Boards will adopt allowable fees annually in an open board meeting.
- V. The charter school will operate under the provisions of the Utah Open Meeting Law and adopt bylaws in an open meeting.
- W. A copy of the charter will be supplied to interested individuals or groups on request.



X. The charter school will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, or operation of the school.

Y. A secondary charter school will be accredited or in the process of seeking accreditation.

Z. The charter school will acquire and maintain nonprofit corporate status.

AA. The charter school will follow all state procurement rules.

BB. The charter school will maintain accurate student transcripts.

**The chief administrative officer of the applicant charter school certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that the applicant will comply with the assurances noted above if this application is approved. Therefore, this application for charter school status and funding is hereby submitted with the full approval and support of the governing body and chief administrative officer of the proposed charter school.**

**Name (type):** Kristy Gordon

**Title (type):** Chief Administrative Officer

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Admission Procedures**

Admission is not limited based upon ethnicity, national origin, religion, gender, income level, disabling condition, proficiency in the English language or athletic ability. There are no tuition or fees charged for attending Lakeview Academy Charter School except those allowed by law.

Lakeview Academy Charter School will admit all eligible pupils who submit a timely application. A charter school shall give enrollment preference to children of founding members, pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a class, grade level, or building, all applications for that class, grade level or building will be selected for the available slots through a lottery, except that preference as allowed in law shall be given. After the application deadline, pupils for any remaining slots will be accepted in order of their lottery position. If an opening in the school occurs mid-year and no students remain from the original lottery, a notice for applications will be announced and applicants enrolled on the same basis as outlined above.

These admission procedures have been approved in legislation and by the Utah State Board of Education. If you have other administrative details of how you intend to facilitate acceptance of applicants to your school, they should not be in conflict with the language noted above.

**Proof of Insurance**  
Lakeview Academy Charter School will provide to the Board a certificate of insurance before the first day of school in its initial year and annually thereafter.

**Electronic Data Submission**  
Lakeview Academy Charter School will have the technology and ability to meet all of the electronic data submission requirements for charter schools.

**Nonsectarian Statement**  
Lakeview Academy Charter School is nonsectarian in its programs, admission policies and employment practices and all other operations.

**Special Education/Exceptional Student Services Training**  
The applicant/authorized signer for Lakeview Academy Charter School will take a one-day Special Education training class sponsored by the Utah Department of Education subsequent to signing the contract, but prior to the first day of instruction and annually thereafter.

Kristy Gordon  
CAO (please print)

\_\_\_\_\_  
CAO's Signature

\_\_\_\_\_  
Date