



**Mission:** Canyon Grove Academy is an environmentally responsible and multi-sensory learning center that empowers students to be accountable for their educational journey.

# POLICY MANUAL

## About the CGA Policy Manual

The role of the CGA Board of Directors is to establish policies, while the role of the Administration is to implement those policies through administrative procedures.

Policies are principles adopted by the board to chart a course of action.

Administration Procedures are detailed directions developed by the administration to put policy into practice. A policy may provide sufficient direction by itself and it may not be accompanied by an administrative

procedure.

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# 1. BOARD-MANAGEMENT DELEGATION POLICIES

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## Board Members' Code of Ethics

Relevant Codes and Rules:

Date Adopted/Effective:

Date Last Reviewed/Revised: 2/20/2020

As a member of the Board, I shall promote the best interests of Canyon Grove Academy as a whole and, to that end, shall adhere to the following ethical standards:

### Equity in Attitude

- I will be fair, just, and impartial in all of my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

### Trustworthiness in Stewardship

- I will be accountable to the public by representing Canyon Grove Academy policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in Canyon Grove Academy's affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of Canyon Grove Academy resources.
- I will make no personal promise or take private action that may compromise the performance of my responsibilities.

### Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

### Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of Canyon Grove Academy as a whole.

- I will consistently uphold all applicable laws, rules, policies, and governance procedures.

#### **Confidentiality**

- I will not disclose information that is confidential by law or that will needlessly harm the Canyon Grove Academy if disclosed.

#### **Commitment to Service**

- I will focus my attention on fulfilling the Board’s responsibilities of goal setting, policy making and oversight.

- I will diligently prepare for and attend Board meetings.

- I will avoid personal involvement in activities the Board has delegated to the Principal.

- I will seek continuing education that will enhance my ability to effectively fulfill my duties.

#### **Student--centered focus**

- I will be continuously guided by what is best for all students of the Canyon Grove Academy.

### **Board Members’ Conflict of Interest**

Relevant Codes and Rules: Utah Admin R277-113 Utah Code § 16-6a-825 (Utah Revised Nonprofit Corporations Act) Utah Code § 52-3-1 (Employment of Relatives) Utah Code 53A-1a-513 (Funding for Charter Schools) Utah Code § 67-16-6 (Utah Public Officers' and Employees' Ethics Act)

Date Adopted/Effective:

Date Last Reviewed/Revised: 2/28/2020

#### **I. PURPOSE**

The purpose of the Conflict of Interest Policy is to protect Canyon Grove Academy’s (“CGA”) interests when conducting business or contemplating entering into a transaction that might benefit the private interests of an Interested Person (defined below), to ensure compliance with state and federal law concerning conflict of interests for members of the board of directors (“Governing Board member”), and to prevent any actual, potential, or perceived conflict of interest or the appearance of impropriety. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to charter schools.

#### **II. DEFINITIONS**

A. Interested Person: An Interested Person is:

1. A Governing Board member, employee, officer, or agent;
2. The immediate family of the Governing Board member, employee, officer or agent;
3. The partner of the Governing Board member, employee, officer, or agent; or

4. An organization that employs, or is about to employ any individual in clauses 1 – 3.

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

1. An ownership or investment interest in any entity with which CGA enters a contract;
2. A compensation arrangement with CGA or with any entity with which CGA enters a contract; or
3. A potential ownership or investment interest in, or compensation arrangements with, any entity with which CGA is negotiating a contract.

C. Immediate Family: An individual whose relationship by blood, marriage, adoption, or partnering is no more remote than first cousin.

### **III. POLICY**

A. No Interested Person shall participate in selecting, awarding, or administering a contract if a conflict of interest exists.

B. A conflict of interest exists when an Interested Person has a financial or other interest in the entity with which CGA is contracting. A violation of this prohibition renders a contract void.

C. In accordance with Utah Code § 52-3-1, members of the Governing Board or an employee's immediate family will be considered for employment based solely on their qualifications.

D. It is an offense for a Governing Board member, employee, or officer to receive or agree to receive compensation or any benefit for assisting any person or business entity in any transaction involving CGA without complying with the provisions in Utah Code § 67-16-6. A Governing Board member, employee, or officer must not receive compensation from a group health insurance provider.

E. It is unlawful for any person affiliated with a charter school to demand or request any gift, donation, or contribution from a parent, teacher, employee, or other person affiliated with the charter school as a condition for employment or enrollment at the school or continued attendance at the school according to Utah Code § 53A-1a-513(9).

F. The conflict of interest provisions in this policy do not apply to compensation paid to a teacher employed as a teacher by CGA or a teacher who provides instructional services to CGA when the teacher also serves on the CGA Governing Board.

### **IV. PROCEDURES**

A. Duty to Disclose: In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the Governing Board or Committee, in order to determine if an actual conflict of interest exists.

B. Violations of the Conflict of Interest Policy:

1. If the Governing Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such

belief and afford the member an opportunity to explain the alleged failure to disclose;  
and

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Governing Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

C. Recording Proceedings: The minutes of the Governing Board and all Committees shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
2. The nature of the financial interest;
3. Any action taken to determine whether a conflict of interest was present;
4. The Governing Board's or Committee's decision as to whether a disclosed possible conflict is in fact a conflict of interest;
5. The names of the persons who were present for discussions and votes relating to the contract;
6. The content of the discussion, including any alternatives to the proposed contract; and
7. A record of any votes taken in connection with the proceedings.

## V. ACKNOWLEDGMENT

A. Acknowledgments: Each Governing Board member, employee, officer, or agent, Committee member, and CGA employee shall, upon appointment, sign an acknowledgment that affirms such person:

1. Has received a copy of the Conflict of Interest Policy;
2. Has read and understands the policy;
3. Has agreed to comply with the policy; and
4. Understands CGA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

<b>Electronic Meeting</b>	Type: Required
Relevant Codes and Rules:, 52-4-102	
Date Adopted/Effective:	Date Last Reviewed/Revised: 3/27/2020

The Board may convene and conduct electronic board meetings. For the purpose of this policy, an "electronic board meeting" is defined as a meeting convened and conducted in accordance with the Act by means of telephone, teleconferencing, or other electronic telecommunications media by which all participants participate by audible oral communication. The Board will establish one or more anchor locations for the electronic board meeting, at least one of which is the building where the Board would normally meet if they were not holding an electronic meeting. The Board will provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting. If public



comments will be accepted during the electronic meeting, the Board will provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

Notice Prior to conducting an electronic meeting, the Board shall provide advance notice of the meeting in accordance with the Act. Notice shall be provided to all Board members, as well as to members of the public in accordance with the provisions of the Act. Each notice shall describe the means of communication by which members will be connected to the electronic meeting and the anchor location.

## 2. REQUIRED POLICIES

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*Policies that require board approval by Utah Code and Statute.*

### ACADEMIC POLICIES

<b>Attendance and Truancy</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-419</a> (Continuing enrollment/pupil accounting rules), R277-607, 53A-11-101.5-101.7, 53A-11-102	
Date Adopted/Effective: 12/12/11	Date Last Reviewed/Revised: 12/12/11

#### **Attendance Policy**

The School considers a student's regular school attendance of paramount importance as attendance increases academic learning and the student's opportunities to profit from educational instruction. Frequent absences disrupt the instructional and learning process and violates Utah's Compulsory Education Law (Utah Code §53A-11-101.5).

The School's Administrative Site Team and Teachers make Earnest and Persistent Effort (EPE) to facilitate regular school attendance in accordance with the following guidelines:

1. Teachers are required to keep attendance records for students assigned to their class. Teachers should use electronic roll books and must make the rolls available for inspection in accordance with school policy.
2. Teachers and the Principal should contact the parent/guardian of any student accumulating three or more absences.

3. If a student accumulates five or more unexcused absences during a single school year, the Principal may issue a notice of compulsory education violation to the parent/guardian, a notice of truancy to the student and parent/guardian, or both. Notices are issued as follows:

- a. The Principal sends notices of truancy to parents and students over the age of twelve. The Principal may send notices of compulsory education violation to parents of any student.
- b. The Principal may send notices of truancy to the student and the student's parent/guardian. The Principal sends notices of compulsory education violation to the parent/guardian but not the student.
- c. Notices must direct the student's parent/guardian and, for notices of truancy only, the student to (a) meet with the Principal and discuss the student's attendance problems and (b) cooperate with this policy and applicable law in ensuring the student's regular attendance. The Principal may not conduct this meeting with the student present if the student is under the age of twelve.
- d. The Principal will include his or her name and contact information in each notice.
- e. Notices of compulsory education violation must include a statement that the parent's intentional or reckless failure to meet and discuss the attendance problems and prevent five or more unexcused absences during the remainder of the school year constitutes a class B misdemeanor for the parent/guardian.
- f. The Principal may provide notice by mail, email, or by phone. Official notices are sent to the parent/guardian by certified mail or personal service.

4. The Principal may refer the student's attendance problems to state, local, or school board authorities if the Principal has previously sent a notice of compulsory education violation or notice of truancy and either the parent/guardian refuses to meet with the Principal as required in the notice or the student accumulates five or more unexcused absences after an official notice is sent.

5. Parents receiving a notice of truancy or notice of compulsory education violation may appeal the notice and any related disciplinary action by contacting the Site Director. The Site Director's contact information is available to such parents after contacting the office. The Site Director will review the case and listen to the parent's reason for the appeal and absences prior to making a determination on the issue.

6. The School is a closed campus. Students are not permitted to leave school grounds during school hours except in the following circumstances:

- a. Students may go home for lunch provided a parent or guardian of the student has provided the school office with written permission.
- b. A parent, guardian, or individual listed on an approved emergency release form makes an in-person request at The School's front office for the student's release from school and the authorized person accompanies the student off of the school premises.
- c. An emergency occurs that reasonably requires removal of the student from school grounds.

7. The School accepts the following as excused absences: illness, a family death, an approved school activity, an absence approved by the child's IEP or Accommodation Plan, or any other excuse established as valid by the Administrative Site Team. Parents may excuse absences by notifying the school.

8. The Administrative Site Team may approve extended absences if the parent/guardian collaborates with the Administrative Site Team to define the absence and establish a reasonable plan for the student to make-up missed learning opportunities.

<b>Dual Enrollment</b>	Type: Suggested
Relevant Codes and Rules: <a href="#">R277-438</a> , <a href="#">53A-11-102.5</a>	
Date Adopted/Effective: Oct 27, 2015	Date Last Reviewed/Revised 2/20/2020

Canyon Grove offers enrollment to students who desire to be simultaneously enrolled at CGA as well as in a homeschool, other public school, or a regularly established private school (“dual enrollment”), provided that the conditions herein are met and the student abides by all other applicable CGA policies, as determined by the Administrative Site Team.

The parents/guardians of a student who wish to enroll in both CGA and another school must meet with one or more members of the Administrative Site Team prior to dual enrollment. During this meeting, the parents/guardians and the Administrative Site Team member(s) will develop an enrollment plan that will meet the best interests of the student and address the logistical issues related to dual enrollment. At a minimum, the plan must include (i) an obligation for the student to participate in all student assessments in which full-time CGA students participate and (ii) a consistent plan for school attendance.

<b>Enrollment</b>	Type: Required
Relevant Codes and Rules: <a href="#">53a-1a-506</a> , <a href="#">R277-472</a> ,	
Date Adopted/Effective:	Date Last Reviewed/Revised:

The school is a public charter school that will not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion, or ancestry.

The school fills student enrollment based on the following priority:

1. Preferential Enrollment
2. Early Kindergarten Enrollment
3. Open Enrollment
4. Lottery Selection

#### **Preferential Enrollment**

First preferential enrollment for any grade is given to children of founding members. Secondary preferential enrollment is given to children of teachers at the school. Final preferential enrollment will be given to siblings of students already admitted to or attending the school.

### **Early Kindergarten Enrollment**

Consistent with federal law, the school will hold an early kindergarten enrollment period and lottery for students wishing to attend the K-8 school following their 4-year-old pre-school year. Students who do not participate in the early lottery but who attend the pre-school may participate in the second lottery or may be added to the waiting list for enrollment to the K-8 school. The early kindergarten enrollment period will be held July 1 through July 31, thirteen months prior to the school year for which enrollment is being applied. A maximum of 48 kindergarten openings will be available during this early enrollment period. Students do not need to attend the pre-school to apply during the early enrollment period.

### **Open Enrollment**

Once a student has been admitted to the school through an appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the open enrollment closing date, the total number of applicants exceeds the number of spaces available at the school. The open enrollment period is January 1 through February 15, seven months prior to the school year for which enrollment is being applied.

### **Lottery Selection**

A lottery is a random selection process by which the school admits applicants. The school will use a lottery if, during the open enrollment period, more students apply for admission to the charter school (in any grade) than can be admitted. Students who have preferential enrollment or early kindergarten enrollment are exempt from participation in the lottery process. Students who apply for admission to a grade that has more students applying than can be admitted will be assigned a random number. Student numbers will be selected using an accepted lottery process and the lottery number and corresponding student name will be recorded in order until all lottery numbers have been selected. Students will then be admitted to the school in the order created by the lottery process until all openings for each grade level are filled. Remaining student names are added to the waiting list, preserving the order created by the lottery process. When a student is admitted to the school through the lottery process, all siblings of that student are admitted immediately, if space is available. If space is not available for a particular grade, that sibling will be placed on the waiting list. The school will notify applicants of the lottery results within 2 weeks. Students placed on the waiting list will be given the opportunity to attend the school if spots become available during the school year. Families will be notified and students have 3 school days to accept the opening. Students who apply after the enrollment period will be admitted as space allows or will be added to the waiting list. Waiting lists become void at the end of the school year.

<b>Attendance (Continued Enrollment)</b>	Type: Required
Relevant Codes and Rules:, <a href="#">R277-419-5</a> ,	
Date Adopted/Effective: 3/27/2020	Date Last Reviewed/Revised: 9/16/2021

### **Background**

This policy is in compliance with Utah Board Rule R277-419 Pupil Accounting, which requires that an LEA utilizing a learner validated program do the following:

1. adopt a written policy that designates a learner validated enrollment measurement to document the learner validated membership or enrollment status for each student enrolled in the learner validated program consistent with R277-419-5(3)(c);
2. document each student's continued enrollment status in compliance with the learner validated enrollment policy at least once every ten (10) consecutive school days; and
3. appropriately adjust and update student membership records in the student information system for students that did not meet the learner validated enrollment measurement, consistent with R277-419-7(3)(c);

### **Frequency and Location of Learner Validated Attendance**

Learner validated attendance will be taken daily and reviewed and updated weekly on the last school day of each week. Learner validated attendance will be entered as follows:

1. Daily attendance will be entered into the Student Information System (SIS) in adherence to CGA Policy.
2. Students physically in attendance will be marked present. Students not physically in attendance will be marked as absent. Excused attendance will be adjusted by the front office.
3. On the last school day of each week, each student that was marked absent during the weekly marking period will be assessed by the classroom teacher to determine if they have met the minimum criteria to be marked as present. Upon this determination, the teacher will replace the marks for absences in the SIS with present.

### **Continuing Enrollment Measures.**

CGA recognizes a variety of measures that may be used to determine if a student participated in the learner validated program in an 1) online, 2) blended, or 3) competency-based learning environment (digital or analog) when reporting learner validated enrollment. The determination of attendance will be the decision of the teacher based on a sufficient level of engagement in the weekly educational goals established in each course. Sufficient engagement is the production of enough evidence of learning that the teacher feels confident the student is prepared to engage in the following weekly educational goals. Some examples of potential measures of evidence, that could be used either singularly or in combination with one another, include:

1. Evidence that validates student learning (e.g., online or offline assignment submissions, rubric-scored written work, presentations, and artistic performances and products, research projects, formative assessment results, progress toward academic goals, student portfolios, demonstrated competency assessments, explicit self-reflection on what students have learned related to institutional programs such as service-learning, student ratings of their knowledge, skills, and reflections on what they have learned over the course of a specified period of time).

2. Evidence that validates student participation (e.g., Learning Management login data; discussion boards; completion of math and literacy supplemental software; virtual conferencing software participation, classroom response systems (surveys/polls/quick checks)).
3. Evidence that validates student communication (e.g., emails or other electronic messages, surveys, conversations by phone, texting, feedback exchanges via LMS, assignment pick-up/drop-off).
4. Duration/Frequency minimums for student participation (e.g., minimum student login or teacher contact requirement; minimum hourly requirement, per day or week, when students are engaged in course work; required periodic contact with a licensed educator).

### **Continued Enrollment Status**

Attendance will be marked every day for all students. Learner validated attendance will be determined weekly on the last school day of the week. A student marked present will be counted as a full day attendance unless marked otherwise.

### **Truancy, Absenteeism, and Parent Notification**

A student will be considered in good standing if they have no unexcused absences. Any unexcused absence will be subject to Canyon Grove Policy and will be referred to the school administration. The school shall make reasonable efforts to resolve the school attendance problems of its students. To the extent deemed reasonably feasible by the Board or its designee in individual cases, such reasonable efforts shall include the following:

1. Counseling of the student by school authorities;
2. Issuing a Notice of Truancy;
3. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student;
4. Considering alternatives proposed by the parent or legal guardian;
5. Monitoring school attendance of the student;
6. Voluntarily participating in truancy mediation, if available;
7. Providing the student's parent or legal guardian, upon request, a list of resources available to assist the parent or legal guardian in resolving the student's attendance problems; and
8. Enlisting the assistance of community and law enforcement agencies as appropriate to the extent permitted under Utah Code § 53G-8-211.

### **Amending Student Membership**

In accordance with R277-419-5 any student that has had no contact or participation for ten (10) consecutive days in the learner validated program shall be removed from the Canyon Grove Academy membership role.

<b>Right to Transfer from Persistently Dangerous School</b>	Type: Suggested
Relevant Codes and Rules: R277-483-6 (A)	
Date Adopted/Effective: 8/12/10	Date Last Reviewed/Revised: 8/12/10

Canyon Grove Academy will comply with the state code regarding the right to transfer from persistently dangerous schools.

<b>At-risk of Academic Failure</b>	Type: Definition
Relevant Codes and Rules: R277-708	
Date Adopted/Effective: 11/19/2020	Date Last Reviewed/Revised: 11/19/2020

#### Board adopted definition

"At-risk of academic failure" means a CGA student who meets one or more of the following criteria:

- (a) scores below proficient on a school approved assessment; or
- (b) requires additional support on account of status based on one or more of the following:  
Low Income/Economically Disadvantaged, special education, 504, ELL, Homeless; or
- (c) is receiving personalized intervention provided by a school specialist; or
- (d) meets the definition of chronic absenteeism.

## NON-ACADEMIC POLICIES

<b>Dress Code</b>	Type: Optional
Relevant Codes and Rules: <a href="#">53A-15-1102</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised: 2/20/2020

Canyon Grove Academy has a common dress code.

<b>LEA Data Governance Plan</b>	Type: Optional
Relevant Codes and Rules:	
Date Adopted/Effective: 6-20-19	Date Last Reviewed/Revised: 6-20-19

## LEA Data Governance Plan

### 1. Governing Principles

LEA takes its responsibility toward student data seriously. This governance plan incorporates the following Generally Accepted Information Principles (GAIP):

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

### 2. Data Maintenance and Protection Policy

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

#### 2.1 Process

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

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

### 3. Roles and Responsibilities Policy

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

#### 3.1 Data Manager roles and responsibilities

- authorize and manage the sharing, outside of the student data manager's education entity, of personally identifiable student data for the education entity as described in this section



- provide for necessary technical assistance, training, and support
- act as the primary local point of contact for the state student data officer
- ensure that the following notices are available to parents:
  - annual FERPA notice (see [34 CFR 99.7](#)),
  - directory information policy (see [34 CFR 99.37](#)),
  - survey policy and notice (see [20 USC 1232h](#) and [53E-9-203](#)),
  - data collection notice (see [53E-9-305](#))

### 3.2 Information Security Officer

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

## 4. Training and Support Policy

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

### 4.1 Procedure

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

## 5. Audit Policy

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

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

## 6. Data Sharing Policy

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

### 6.1 Procedure

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

4. After sharing from student records, the data manager shall make a note in the student record of the exchange in accordance with [34 CFR 99.32](#).

## 7. Expungement Request Policy

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

### 7.1 Procedure

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

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

1. If a parent believes that a record is misleading, inaccurate, or in violation of the student's privacy, they may request that the record be expunged.
2. The LEA shall decide whether to expunge the data within a reasonable time after the request.
3. If the LEA decides not to expunge the record, they will inform the parent of their decision as well as the right to an appeal hearing.
4. The LEA shall hold the hearing within a reasonable time after receiving the request for a hearing.
5. The LEA shall provide the parent notice of the date, time, and place in advance of the hearing.
6. The hearing shall be conducted by any individual that does not have a direct interest in the outcome of the hearing.
7. The LEA shall give the parent a full and fair opportunity to present relevant evidence. At the parents' expense and choice, they may be represented by an individual of their choice, including an attorney.
8. The LEA shall make its decision in writing within a reasonable time following the hearing.
9. The decision must be based exclusively on evidence presented at the hearing and include a summary of the evidence and reasons for the decision.
10. If the decision is to expunge the record, the LEA will seal it or make it otherwise unavailable to other staff and educators.

## 8. Data Breach Response Policy

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

### 8.1 Procedures

1. The Director will work with the information security officer to designate individuals to be members of the cyber incident response team (CIRT)
2. At the beginning of an investigation, the information security officer will begin tracking the incident and log all information and evidence related to the investigation.

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

## 9. Publication Policy

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

<b>Delay or Early Release in School Day Schedule</b>	Type: Optional
Relevant Codes and Rules:	
Date Adopted/Effective:	Date Last Reviewed/Revised:

There may be times due to unexpected events that will require school to begin on a delayed schedule or to release students early. The decision to delay or release early will cautiously be made by the Executive Director. If the decision is made to delay or release early, the announcement will be made on our webpage, Facebook page, email, and/or text message will be sent out to all families.

<b>Fundraising</b>	Type: Required
Relevant Codes and Rules: <a href="#">53A-3-414</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised:

All revenue producing activities at CGA, including fundraising projects, must support the school vision and educational philosophy. Students, steering committees, parents or teachers may suggest fundraising projects. However, it is important to acknowledge that fundraising at CGA is not simply about generating money. Fundraising must involve parents, students and the local community. It should provide students with opportunities to apply the academic skills they learn at school to real-life situations.

Fundraising proposals may be presented to the CGA Board at any scheduled board meeting. Proposals for fundraising projects should include a detailed plan that answers the following questions. 1. For what purpose do we need additional funds? 2. How much revenue do we intend to generate? 3. How does this fundraiser align with our school's mission statement and educational beliefs? Incoming funds and outgoing expenses must be accurately recorded and documented.

## **Ongoing Fundraising Programs**

### **Enrichment Program**

Although the enrichment program is not a fundraising program, some revenue will inevitably be generated. Proceeds must first be used to pay for the enrichment program materials and supplies. Remaining funds will be used to purchase classroom materials, pay for professional development opportunities for teachers, and increase teachers' salaries. The enrichment program underscores the philosophy of CGA that learning must continue outside of the classroom.

### **Recycling**

CGA seeks to reduce its negative impact on the environment by recycling all possible waste materials. Income generated from recycling will be used to support school programs that emphasize environmental responsibility.

### **School Pictures**

Each fall, as part of a practical learning experience, the middle school photography students will take student portraits. To emphasize CGA's commitment to the environment, the pictures will be taken on the school grounds. In addition, parents and students will be able to view their completed portraits online before payment so that waste is reduced. Image CDs with reprinting rights will be offered consistent with CGA's integrated technology philosophy. Revenue will be designated for increased technology.

### **Pre-School**

To plan for the possibility of future state requirements for public pre-schools, CGA has included preschool classrooms in its building. A tuition based preschool program will be offered both to generate funds to pay for the additional space and to create an on-site lab in which CGA students may complete the FACS aspect of the CTE requirements. Funds will be used to pay for the loans on, leases on, or utilities cost of the facility. Surplus funds will be used to pay for the salaries of CGA teachers who work in the Preschool classroom. The pre-school will share the mission and focus of CGA. Preschool students will wear the same uniform adopted for older students. Parent involvement will be an integral part of the program.

### **School Store**

An on-site and online school store will be maintained by CTE students in the middle grades or by after school enrichment classes. Items sold may include school sweaters, inexpensive uniform options, water bottles, school supplies, keychains, bumper stickers, hats, wristbands, and books. Revenue will provide school uniforms for students who qualify for fee waivers. Surplus funds may be used for any school program as designated by the Assistant Director.

### **School Fine Arts Events**

CGA will hold plays, concerts, deaf plays, musicals, melodramas, etc. throughout the year. Some events may charge admission. Admissions collected will cover the costs of securing performing rights,

costuming, etc. Remaining money will be used to support the school's fine arts program, including classroom materials and teacher salaries.

### **Building Rentals**

CGA believes that learning does not end when the final school bell rings and thus will make its facilities available for rent to the community. The little theater, outdoor amphitheater, dance studios, gymnasium, lunchroom, and selected classrooms are available for a variety of activities on evenings and weekends. Rental of the school building will require application and will be subject to approval by the Assistant Director. Rental fees will be approved yearly by the Board. Non-profit groups may use small portions of the school building at the consent of the Assistant Director, provided that their activities do not impose additional costs to the school, proper insurance coverage is provided, and the requested space and time do not interfere with school activities. Use of funds generated from building rentals is at the discretion of the Assistant Director, upon approval from the Board of Trustees.

### **Miscellaneous**

Individual classes will coordinate miscellaneous small fundraisers as part of the curriculum. The proceeds will fund classroom supplies, educational materials and playground equipment. Such fundraisers may include programs provided by Campbell's Soup Labels, Box Tops for Education, Robert's Craft, Cream O' Weber's Give 'Em Five, Target, Macey's, Smith's, and Albertsons. Teachers integrate the fundraisers as part of their lesson plans. For example, a 3rd grade math class may use the Box Tops for Education program to discuss the following questions: How many 10 cent box tops will it take to reach our goal? How many boxes of cereal can one family realistically eat per school year? What shape/size are box tops? What does the expiration date represent? Why does General Mills require the box tops to be trimmed? How much will it cost in postage to deliver the box tops? Does General Mills recycle the box tops after receiving them? Is there any tracking information on the box top that allows General Mills to know which type of cereal or other food was purchased? What percentage of the total price of the box of cereal does 10 cents equal? How does our school sign up for the program? How much money per year does General Mills actually give schools? Does General Mills receive any tax advantages by donating money to our school?

<b>Fee Waiver</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-407</a> , <a href="#">53A-12-103</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised: 9/26/2018

It is Canyon Grove Academy's policy that no student may be charged for anything that takes place or is used during the regular onsite school day. That includes textbooks, classroom equipment, and supplies. Fees can be charged for programs which take place before or after school or during school vacations (and for things used in those programs).

The Fee Waiver Application and Declaration of Household Income (with Instructions) are included in

## STUDENT CONDUCT POLICIES

<b>Bullying, Cyberbullying, Harassment, and Suicide Prevention</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-613</a> , <a href="#">R277-609</a> , <a href="#">53A 11a-301</a> , <a href="#">R277-620</a> , <a href="#">53A-11a-203</a>	
Date Adopted/Effective: 6/20/2019	Date Last Reviewed/Revised:6/20/2019

Bullying, cyber-bullying and hazing of students and employees are prohibited, are against federal, state and local policy, and are not tolerated by Canyon Grove Academy. Canyon Grove Academy is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, Canyon Grove Academy has in place policies, procedures, and practices designed to reduce and eliminate bullying, cyber-bullying, and hazing—including civil rights violations or actions based on a student's or employee's actual or perceived race, color, national origin, sex, disability, religion, religious clothing, gender identity, sexual orientation, or other physical or mental attributes—as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, and hazing of students and/or employees by students and/or employees will not be tolerated at Canyon Grove Academy.

School officials have the authority to discipline students for off-campus speech and behavior that causes or threatens a substantial disruption on campus or during school activities, including violent altercations, or a significant interference with a student's educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Section 53G-8-205 and, 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. "Abusive conduct"** means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine:

1. is intended to cause intimidation, humiliation, or unwarranted distress;
2. results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or
3. exploits an employee's known physical or psychological disability
  - a. a single act does not constitute abusive conduct, unless it is an especially severe and egregious act that meets the standard under Subsection (A)(1), (2), or (3).

**B. “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:
  - a. harm to the school employee's or student's physical or emotional well-being; or
  - b. damage to the school employee's or student's property;
4. creating a hostile, threatening, humiliating, or abusive educational environment due to:
  - a. the pervasiveness, persistence, or severity of the actions; or
  - b. a power differential between the bully and the victim; or
5. 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. “bullying” includes relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation.

**C. “Civil rights violation”** means bullying, cyber-bullying, or hazing that is targeted at a student or employee upon the students’ or employees’ identification as part of any group protected from discrimination under the following federal laws:

1. Title VI of the Civil Rights Act of 1964, including discrimination on the basis of race, color, or national origin;
2. Title IX of the Education Amendments of 1972, including discrimination on the basis of sex; or
3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, including discrimination on the basis of disability;

**D. “Cyber-bullying”** means using the Internet, a cell phone, or another device to 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, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

**E. “Disruptive student behavior”** means the same as that term is defined in Utah Code Subsection 53G-8-210(1)a).

1. disruptive student behavior includes:
  - a. the grounds for suspension or expulsion described in Utah Code Section 53G-8-205; and
  - b. the following conduct described in Utah Code Subsection 53G-8-209 (2)(b):
    - use of foul, abusive, or profane language while engaged in school related activities;

- illicit use, possession, or distribution of controlled substances or drug paraphernalia, and the use, possession, or distribution of an electronic cigarette as defined in Utah Code Section 76-10-101, tobacco, or alcoholic beverages contrary to law; and
- hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.

**F. “Hazing”** means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

1. endangers the mental or physical health or safety of a school employee or student;
  - a. involves any brutality of a physical nature, including 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, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or
  - c. involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
2. is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for in a school or school sponsored team, organization, program, club, or event; or
3. is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
4. the conduct described in this 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 parent or guardian. **H. “Restorative justice practice”** means a discipline practice designed to enhance school safety, reduce school suspensions, and limit referrals to court, and is designed to help minors take responsibility for and repair the harm of behavior that occurs in school. **I. “Retaliation”** means an act of communication intended:

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

**J. “School”** means a public elementary or secondary school, including a charter school

**K. “School board”** means: 1. a local school board; or 2. a charter school governing board.

**L. “School employee”** means an individual working in the individual’s official capacity as:

1. a school teacher; 2. a school staff member; 3. an administrator; or 4. an individual who is employed, directly or indirectly, by a school, school board, or school district;



M. "Trauma-Informed Care" means a strengths-based service delivery approach grounded in an understanding of and responsiveness to the impact of trauma, emphasizing physical, psychological, and emotional safety for both offenders and victims, and creating opportunities for victims to rebuild a sense of control and empowerment.

N. "Volunteer" means a person working under the direct supervision of a licensed educator.

### **III. Actions Required to Create or Update Bullying Policies**

A. In addition to the requirements of Utah Code Subsection 53G-9-605 (3), Canyon Grove Academy's LEA is required to:

1. develop, update, and implement policies as required by Utah Code Section 53G-9-605 and this rule;
2. develop policy with the input from students, parents, teachers, school administrators, school staff, or law enforcement agencies;
3. post a copy of [its]the Canyon Grove Academy LEA's policy on the Canyon Grove Academy LEA's website;
4. develop an action plan to address a reported incident of bullying, cyber-bullying, hazing, or retaliation, [or abusive conduct];
5. provide a requirement for a signed statement that meets the requirements of Utah Code Subsection 53G-9-605 (3)([g]h) annually; and
6. assess students about the prevalence of bullying, cyber-bullying, hazing, and retaliation in Canyon Grove Academy School:
  - a. specifically, locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, bathrooms, locker rooms and lunch areas, will be provided on a bi-annual basis.

### **IV. Training**

A. All students, school employees, coaches, and volunteers at Canyon Grove Academy will receive annual training from a qualified professional regarding bullying, cyber-bullying, and hazing and retaliation. This training will address:

1. 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;
2. relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
3. bullying, cyber-bullying, and hazing of a sexual nature or with sexual overtones;
4. cyber-bullying, including the 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;
5. bullying, cyber-bullying, hazing and retaliation based upon the students' or employees' identification as part of any group protected from discrimination under the following federal laws:

- a. Title VI of the Civil Rights Act of 1964, including discrimination on the basis of race, color, or national origin;
  - b. Title IX of the Education Amendments of 1972, including discrimination on the basis of sex; or
  - c. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, including discrimination on the basis of disability; and
- 6. training on civil rights violations will include compliance when civil rights violations are reported;
  - 7. bullying, cyber-bullying, hazing and retaliation including training and education specific to bullying based upon students' or employees' actual or perceived, characteristics, including race, color, national origin, sex, disability, religion, religious clothing, gender identity, sexual orientation, or other physical or mental attributes or and conformance or failure to conform to stereotypes; and
  - 8. awareness and intervention skills such as social skills training.
- B. A licensed educator shall supervise volunteers and is responsible for ensuring the volunteer is trained in the above areas. Volunteers shall report to their supervisor if the volunteer witnesses or is notified of a bullying, cyber-bullying, hazing, or retaliation incident among students or if the volunteer has reason to suspect such an incident. Volunteers shall not engage in bullying activities themselves and must follow policy requirements or may be asked to leave Canyon Grove Academy if in violation of this policy.
- C. Canyon Grove Academy will implement a youth suicide prevention program for students as described in Utah Code Section 53E-9-702.
- D. All licensed educators must complete 2 hours of professional development in youth suicide prevention training once every license renewal cycle.
- E. In addition to training for all school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:
- 1. participate in initial bullying and hazing prevention training prior to participation in the extra-curricular activity;
  - 2. participate in initial bullying, cyber-bullying, and hazing prevention training to be completed by every employee by January 30, 2019 and repeated at least every three years thereafter;
  - 3. receive information annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

## **V. Prohibitions**

- A. A school employee or student shall not engage in bullying a school employee or student:
- 1. on school property;
  - 2. at a school related or sponsored event;
  - 3. on a school bus;
  - 4. at a school bus stop; or
  - 5. while the school employee or student is traveling to or from a location or event described above in Subsection A (1) – (4) B. A school employee or student shall not engage in hazing or cyber-bullying a school employee or student at any time or in any location.
- C. A school employee or student shall not engage in retaliation against:

6. a school employee;
  7. a student; or
  8. an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, or retaliation.
- D. A school employee or student shall not make a false allegation of bullying, cyber-bullying, hazing, or retaliation against a school employee or student.
- E. Any bullying, cyber-bullying, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

## **VI. Investigations**

Canyon Grove Academy will promptly and reasonably investigate allegations of bullying, cyber-bullying, and/or hazing. The Canyon Grove Academy 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, cyber-bullying, or hazing as outlined in the procedures below [insert procedures by which reports are to be made to the School Investigators]. It is Canyon Grove Academy's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

**A.** Canyon Grove Academy's LEA shall adopt an action plan in accordance with State Board of Education Administrative Rule Subsection R277-613-4(1)(c), including a plan to:

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

**B.** Canyon Grove Academy's LEA is required to investigate allegations of incidents described in Subsection (A)(1) by interviewing at least the alleged victim and the individual who is alleged to have engaged in prohibited conduct.

1. Canyon Grove Academy's LEA may also interview the following as part of an investigation:

a. parents of the alleged victim and the individual who is alleged to have engaged in prohibited conduct; b. any witnesses; c. school staff; and d. other individuals who may provide additional information.

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

- a. to the extent allowed by law, the individual is required to keep all the details of the interview confidential; and
- b. further reports of bullying may become part of the investigation.

**C.** The confidentiality requirement in Subsection (B)(2) does not apply to:

1. conversations with law enforcement professionals;
2. requests for information pursuant to a warrant or subpoena;
3. a state or federal reporting requirement; or
4. other reporting required by this rule. D. In conducting an investigation under this section, Canyon Grove Academy's LEA may:
  1. review disciplinary reports of involved students; and
  2. review physical evidence, consistent with search and seizure law in schools, which may include:
    - a. video or audio;
    - b. notes; c. email;
    - d. text messages;
    - e. social media; or
    - f. graffiti.

E. Canyon Grove Academy's LEA is required to adopt a policy, consistent with state law and state board rule, outlining under what circumstances the LEA employees will report incidents of bullying, cyber-bullying, and retaliation to law enforcement.

## **VII. Actions Required if Prohibited Acts are Reported**

**A.** Each reported complaint will include:

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

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

**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. use a discipline plan consistent with State Board of Education Administrative Rule R277-609;
2. use restorative justice practices consistent with State Board of Education Administrative Rule R277-613;
3. notify the involved students' parents of the restorative justice practice and obtain consent from the involved student(s)'s parent(s) before including victim in the process;
4. support involved students through trauma-informed practices;
5. use student suspension or removal from a school-sponsored team or activity including school sponsored transportation;

6. use student suspension or expulsion from school or lesser disciplinary action;
7. use employee suspension or termination for cause or lesser disciplinary action consistent with Utah Code Section 53G-11-512;
8. use employee reassignment;
9. take other actions against student or employee as appropriate; and
10. use a grievance process required under Subsection 53E-9-605(3)(f) consistent with the LEA's established grievance process.

**D.** The school will notify a parent if the parent's student threatens suicide, or if the student is involved in an incident of bullying, cyber-bullying, hazing, or retaliation.

1. Canyon Grove Academy will produce and maintain a record that verifies that the parent was notified of the incident or threat.
2. Canyon Grove Academy 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. the school is responsible for identifying bullying, cyber-bullying, and hazing incidents about which it knows or reasonably should have known when it involves a protected class. The school must take immediate and appropriate action to investigate or otherwise determine what occurred.
2. these duties are the school's responsibility to investigate regardless of whether a person makes a complaint, a person requests the school to take action, or a person identifies the bullying, cyber-bullying or hazing as a form of discrimination.
3. if it is determined that the bullying, cyber-bullying, or hazing occurred as a result of the student-victim's membership in a protected class, the school shall take prompt and effective steps reasonably calculated to:
  - a. end the bullying, cyber-bullying, or hazing
  - b. eliminate any hostile environment,
- C. assess prevalence in school culture, physical facilities, and systemic practices to prevent its recurrence

**F.** Actions must also include, as appropriate:

1. procedures for protecting the victim and other involved individuals from being subjected to:
  - a. further bullying, cyber-bullying, or hazing, and
  - b. retaliation for reporting the bullying, cyber-bullying or hazing;
2. prompt reporting to law enforcement of all acts of bullying, cyber-bullying, hazing, or retaliation that constitute suspected criminal activity;
3. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to student or employee discipline; and

4. procedures for providing due process rights under Utah Code Section 53G-11-501 (licensed staff) and local employee discipline policies prior to employee discipline or Utah Code Section 53G-8-202 and local policies (students) prior to long term (more than 10 day) student discipline.

### **VIII. Annual Reporting of Allegations of Bullying, Cyber-bullying, Hazing, and Retaliation**

A. Canyon Grove Academy LEA is required by Utah Code Subsection 53E-3-401 (3) and State Board of Education Administrative Rule R277-613 to report the following annually, on or before June 30, to the Superintendent in accordance with the Superintendent's submission requirements:

1. a copy of Canyon Grove Academy's LEA policy required in Section R277-613-4;
2. implementation of the signed statement requirement described in Utah Code Subsection 53G-9-605 (3)(g);
3. verification of Canyon Grove Academy's LEA training of school employees relating to bullying, cyber-bullying, hazing, and retaliation [, and abusive conduct] described in Utah Code Section 53G-9-607;
4. incidents of bullying, cyber-bullying, hazing, and retaliation;
5. the number of incidents described in Subsection (4) required to be reported separately under federal law, including the reporting requirements in: a. Title VI of the Civil Rights Act of 1964; b. Title IX of the Education Amendments of 1972; or c. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and d. the number of incidents described in Subsection (4) that include a student who was bullied, cyber-bullied, hazed, or retaliated against due to of based on the student's actual or perceived characteristics, including disability, race, national origin, religion, [or] sex, gender identity, or sexual orientation.

### **IX. Grievance Process for Incident of Abusive Conduct**

A. For purposes of this policy, "abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.

1. a school employee who has experienced an incident of abusive conduct and is not satisfied with initial efforts to resolve the issue, may submit a written grievance with the school employee's principal within thirty (30) calendar days of the incident.
2. the written grievance described in Subsection (1) shall include:
  - a. the date of the incident; b. circumstances of the incident; and c. the signature of the school employee submitting the grievance to the principal.
3. within ten (10) business days of receiving the written grievance, the principal shall meet with the school employee to discuss the grievance and possible resolutions.
4. within ten (10) business days after the meeting described in Subsection (3), the principal shall respond to the school employee in writing explaining the principal's position and offer options for substantive resolution of the complaint.
5. if the response by the principal described in Subsection (4) does not satisfactorily resolve the issue, the school employee may appeal the principal's response in writing within ten (10) business days after

receipt of the response to the board chair.

6. within ten (10) business days after receipt of the grievance appeal described in Subsection (5), the LEA's district or charter school designee shall meet with the employee to discuss the grievance and possible resolutions.

7. within fifteen (15) calendar days after the meeting, the LEA's district or charter school designee shall respond in writing with a final resolution of the grievance.

8. the LEA's district or charter school designee written response shall be the final administrative action in the matter.

#### **X. Additional Notes**

A. 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 bullying, cyber-bullying, or hazing incident creates a substantial disruption to the school environment, under *Tinker v. Des Moines*, 393 U.S. 503 (1969), Canyon Grove Academy may take disciplinary action against the student who initiated the speech. Factors that Canyon Grove Academy 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 or rumor 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 administrator's 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; or
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 Canyon Grove Academy.).


<b>Disciplinary Action</b>	Type: Required
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Relevant Codes and Rules: [R277-609](#) (standards for School Discipline Plans), [R277-608](#) (Corporal Punishment Prohibition), [53A-15-603](#) (Gang Prevention), [53A-11-906](#) (Alternatives to Suspension)

Date Adopted/Effective:

Date Last Reviewed/Revised:

The school has two school-wide rules of behavior that all students follow and all classroom teachers enforce:

**Be responsible.**

**Be respectful.**

The ***Student and Parent Handbook*** shall contain a summary of Admission, Suspension and Expulsion, Policies and Rules of Behavior. The handbook shall be given to all students at the beginning of the year and shall be made available online.

### **Suspension/Expulsion**

Note: When making decisions on behavioral interventions for students receiving special education services, the IEP team shall refer to the *USOE Special Education Least Restrictive Behavior Interventions (LRBI) Guidelines* for information on research-based intervention procedures.

**When a student fails to follow the school rules of behavior, a teacher may determine appropriate disciplinary action. Such disciplinary action may include a student behavior contract, a parent-teacher conference, or a behavior conference with the Director. A teacher may refer any student to the Director for a behavior conference. The teacher shall immediately report to the Director of the school and take the student to the Director for appropriate action. The Director shall immediately conference with the student. The Director shall explain to the student any reasons for the suspension. The students shall have the opportunity to tell his/her side of the story. The Director shall document the student conference.**

*In an emergency situation, which constitutes a clear and present danger to students or school personnel, suspension may be imposed without affording the student the opportunity of a conference. When such an emergency situation occurs that requires the immediate use of moderately or highly intrusive interventions to protect the student or others from harm, school staff shall complete and submit a emergency behavior information form and shall notify the student's parents within 24 hours.*

**If the Director suspends the student, a parent or emergency contact shall be notified immediately. If a student is suspended before the end of the school day, the student shall only be released to a parent or emergency contact. The Director shall immediately notify the parent or guardian that the student has been suspended, the grounds for suspension, and the period of time for which the student is suspended.**

**The Director shall ask the parent or guardian of the student to attend a parent/teacher conference regarding the suspension. This meeting shall be scheduled to occur as soon as is practicable, but in all cases prior to the end of the tenth day of the suspension. The Director or other authorized school administrator must attend the conference. The student shall not be returned to the class from which**



he was suspended, during the period of suspension, without the concurrence of the teacher of the class and the Director. During the time of suspension from the class, a place shall be provided by the administration for the student to report, until the situation is resolved. Students shall be allowed to complete make-up work or substitute assignments for those missed while the student is suspended.

The Director may suspend a student for up to ten consecutive school days. The length of time that a student is suspended shall be related to the seriousness of the offense.

If a student is suspended for more than 10 school days or is subject to expulsion, the Director shall give notice to the student and parents, *in writing*, the reasons for suspension or expulsion. The director shall also notify the parents, *in writing*, of the opportunity to request a hearing. If a parent requests a hearing, such a hearing shall be conducted in accordance with the following State recommended procedures:

- The parent shall have and receive notice of:
  1. Names of witnesses against him and opportunity to present witnesses (witnesses' names may be protected if school determines they would suffer physical/psychological harm; student cannot **compel** witnesses);
  2. Reasonable time to prepare the case;
  3. The opportunity for counsel, if school district/local board uses an attorney;
  4. The right to notice of procedures for the hearing in writing, in student handbook or on district website;
  5. The right to have the hearing recorded;
  6. A **fair** hearing officer (credible and objective person or panel – not necessarily uninformed);
- The decision must not be based **solely** on hearsay; rules of evidence do not control.
- The student has no official protection against self-incrimination; though if criminal charges are also pending, this may require consultation with local law enforcement.
- A decision must be made **only on evidence presented at the hearing**.
- Student/parent has the right to written findings.
- Decision is by a preponderance (>50%) of the evidence.
- Student should have at least one level of appeal.
- Student/parents must “exhaust administrative remedies” and participate and cooperate in one of these processes, prior to appealing a decision to District Court.

#### *Discipline Procedures for Students With Disabilities.*

If the pupil qualifies as a disabled student under IDEA or 504, or if the student is currently being evaluated for special education services, suspension must follow all applicable state and federal laws regarding students with disabilities. The special education team (including parents, School Director, classroom teachers, and special education teachers) must ensure that any disciplinary or suspension procedures are aligned with the student's IEP and are carefully documented.

The school follows Utah Special Education Rules regarding discipline procedures for students with disabilities which states:

#### **AUTHORITY OF SCHOOL PERSONNEL**

1. School personnel may consider any unique circumstances on a case-by case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a student with a disability who violates a code of student conduct.
2. School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
3. After a student with a disability has been removed from his or her current placement for ten (10) school days in the same school year, during any subsequent days of removal the LEA must provide services to the extent required.
4. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities, except after the 10th day of removal that constitutes a change in placement, the LEA must provide services to the student.

#### **SERVICES**

1. A student with a disability who is removed from the student's current placement must:
  - a. Continue to receive educational services, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP; and
  - b. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
2. The services may be provided in an interim alternative educational setting.
3. An LEA is only required to provide services during periods of removal to a student with a disability who has been removed from his or her current placement for ten (10) school days or less in that school year, if it provides services to a student without disabilities who is similarly removed.
4. After a student with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if the current removal is for not more than ten (10) consecutive school days and is not a change of placement, school personnel, in consultation with at least one of the student's teachers, determine the extent to which services are needed, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.
5. If the removal is a change of placement, the student's IEP team determines appropriate services to be provided during the removal.

#### **CHANGE OF PLACEMENT DUE TO DISCIPLINARY REMOVALS**

1. For purposes of removals of a student with a disability from the student's current educational placement, a change of placement occurs if:
  - a. The removal is for more than ten (10) consecutive school days; or
  - b. The student has been subjected to a series of removals that constitute a pattern:
    - (1) Because the series of removals total more than ten (10) school days in a school year;
    - (2) Because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
    - (3) Because of such additional factors as the length of each removal, the total amount of time the

student has been removed, and the proximity of the removals to one another.

2. The LEA determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.

### **MANIFESTATION DETERMINATION**

1. Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the student's IEP team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents to determine:

a. If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or

b. If the conduct in question was the direct result of the LEA's failure to implement the IEP.

2. The conduct must be determined to be a manifestation of the student's disability if the LEA, the parent, and relevant members of the student's IEP team determine that the misconduct was caused by or had a direct and substantial relationship to the student's disability, or was the direct result of the LEA's failure to implement the IEP.

3. If the LEA, the parent, and relevant members of the student's IEP team determine that the misconduct was the direct result of the LEA's failure to implement the IEP, the LEA must take immediate steps to remedy those deficiencies.

4. If the LEA, the parent, and relevant members of the IEP team make the determination that the conduct was a manifestation of the student's disability, the IEP team must:

a. Either:

(1) Conduct a functional behavioral assessment (FUBA), unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or

(2) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and

b. Unless the misconduct falls under the definition of special circumstances in V.E.5, return the student to the placement from which the student was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan.

5. **Special circumstances.** School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

a. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an LEA;

b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an LEA, or

c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an LEA.

d. Definitions. For purposes of this section, the following definitions apply:

(1) Controlled substance means a drug or other substance that cannot be distributed without a prescription, identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC 812(c)).

(2) Illegal drug means a controlled substance but does not include a drug controlled, possessed, or used under the supervision of a licensed health-care professional or one legally possessed or used under the Controlled Substances Act or under any other provision of Federal law (21 USC 812).

(3) Serious bodily injury means bodily injury that involves a substantial risk of death, extreme physical

pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 USC 1365). Serious bodily injury does not include a cut, abrasion, bruise, burn, disfigurement, physical pain, illness, or impairment of the function of a bodily member, organ or mental faculty that is temporary (20 USC 1365).

(4) Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches (18 USC 930).

#### **PROCEDURAL SAFEGUARDS NOTICE**

On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice.

#### **DETERMINATION OF SETTING**

The student's IEP team determines the interim alternative educational setting for services if the behavior that gives rise to the removal is not a manifestation of the student's disability, the removal constitutes a change of placement, or the behavior falls under the special circumstances in V.E.

#### **APPEALS BY PARENT OR LEA**

1. The parent of a student with a disability who disagrees with any decision regarding placement, or the manifestation determination, or an LEA that believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a hearing. The hearing is requested by filing a due process hearing complaint.

2. Authority of hearing officer.

a. A due process hearing officer hears, and makes a determination regarding an appeal.

b. In making the determination, the hearing officer may:

(1) Return the student with a disability to the placement from which the student was removed if the hearing officer determines that the removal was a violation of the discipline procedures under Part B of the IDEA or these Rules or that the student's behavior was a manifestation of the student's disability; or

(2) Order a change of placement of the student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

c. The appeal procedures may be repeated if the LEA believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

3. Expedited due process hearing.

a. Whenever a hearing is requested, the parents or the LEA involved in the dispute must have an opportunity for an impartial due process hearing.

b. The LEA is responsible for arranging the expedited due process hearing with the USOE, which must occur within twenty (20) school days of the date the complaint requesting the hearing is filed. The hearing officer must make a determination within ten (10) school days after the hearing.

c. Unless the parents and LEA agree in writing to waive the resolution meeting, or agree to use mediation:

(1) A resolution meeting must occur within seven (7) calendar days of receiving notice of the due process complaint; and

(2) The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) calendar days of the receipt of the due process complaint.

d. The decisions on expedited due process hearings are appealable.

**PLACEMENT DURING APPEALS.**

When an appeal has been made by either the parent or the LEA, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified, whichever occurs first, unless the parent and the SEA or LEA agree otherwise.

**PROTECTIONS FOR STUDENTS NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES**

1. A student who has not been determined to be eligible for special education and related services under Part B of the IDEA, and who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this part if the LEA had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
2. An LEA must be deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated the disciplinary action occurred:
  - a. The parent of the student expressed concern in writing to supervisory or administrative personnel of the appropriate LEA, or a teacher of the student, that the student is in need of special education and related services;
  - b. The parent of the student requested an evaluation of the student; or
  - c. The teacher of the student, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education of the LEA or to other supervisory personnel of the LEA.
3. An LEA would not be deemed to have knowledge that a student is a student with a disability if:
  - a. The parent of the student:
    - (1) Has not allowed an evaluation of the student; or
    - (2) Has refused services under this part; or
  - b. The student has been evaluated in accordance with and determined to not be a student with a disability under Part B of the IDEA.
4. If an LEA does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the disciplinary measures applied to students without disabilities who engage in comparable behaviors.
  - a. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.
    - (1) Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
    - (2) If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the LEA and information provided by the parents, the LEA must provide special education and related services.

**REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES**

1. Nothing in Part B of the IDEA prohibits an LEA from reporting a crime committed by a student with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.
2. Transmittal of records.
  - a. An LEA reporting a crime committed by a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the LEA reports the crime.

b. An LEA reporting a crime under this section may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

<b>Search and Seizure Policy</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-615</a> , <a href="#">53A-11-1305</a>	
Date Adopted/Effective: 12/12/11	Date Last Reviewed/Revised: 12/12/11

The Administration is responsible for protecting both the health and safety of the enrolled students and the effective operation of the school. As such, the Administration is occasionally asked to weigh an individual's interest in privacy against public safety assurances that can be obtained by conducting a search or seizure. The following are Canyon Grove Academy's guidelines for when and how school officials may conduct searches and seize property.

1. Only the Administration is authorized to conduct a search. A second Administration member or the police should supervise the search. If a police officer or additional supervisory Administration member is impractical because of an immediate concern for safety, the search should be conducted in view of another member of the school's staff.
2. Searches should be conducted out of view of the general student body. Student searches should be performed by the Administration in a manner that minimizes embarrassment to the student.
3. Unless the Administration reasonably believes that immediate action is necessary to prevent bodily harm to student or another person, the Administration must contact the parent/guardian of the student prior to conducting any search. If contact is possible, the Administration must ask the parent/guardian if they would like to be present and, if an affirmative response is received, may not conduct the search until the parent/guardian has reasonable opportunity to attend. The Administration may detain a student in the school office for a reasonable amount of time while waiting for the parent to arrive.
4. The Administration may only search removed clothing and personal property if there is a reasonable concern that the clothing or personal property conceals something that may cause immediate harm to the student, other students, or the school staff. The Administration may require the student to removal all personal effects from the student's pockets. The Administration is not authorized to ask students to remove an item of clothing as part of a search, touch the students during the search, or conduct a strip search. The Administration must contact and refer the issue to the police if the Administration has a reasonable belief that a student is concealing an illegal item on their person.
5. Student lockers are considered school property. The Administration may search lockers if (a) the search is part of a scheduled locker inspection or maintenance, (b) the Administration reasonably believes that conditions or circumstances exist that may threaten the health or safety of those in the school, or (c) the Administration provided reasonable prior notice to the student's parent/guardian of the search and has reasonable cause to believe that the locker contains items that violate the school rules or any applicable law. The Administration should provide students prior verbal or written notice of

scheduled locker inspection or maintenance. The Administration must notify the police if criminal activity is discovered during the search.

6. The Administration regulates the school's parking lots and should report any suspicious vehicles to the police.

7. The Administration may provide the results of a search to the police and may prosecute any criminal activity that occurs on school grounds to the full extent allowed by law.

8. The Administration may detain students conducting illegal activities, provided that the Administration promptly contacts both the police and the student's parent/guardian.

## HEALTH & SAFETY POLICIES

<b>Acceptable Computer Use and Internet Safety</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-495</a> , <a href="#">53A-3-422, 423</a> , <a href="#">53A-1-706</a> , <a href="#">53A-1a-524</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised:

### Student Computer Use Policy

Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of the School. While access to all materials on a worldwide network cannot be controlled, Internet access in the School is monitored on an ongoing basis.

#### 1. Acceptable Network Use

- Students will use the Internet and other electronic information resources in an appropriate manner.
- Students who formally publish school related information on the Internet must have proper approvals and abide by school publishing guidelines and procedures.
- Students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and never using inappropriate language.

#### 2. Unacceptable Network Use

- Students may not intentionally transmit or receive material in violation of law or school policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethnically or otherwise objectionable.
- Students may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations and policies of the School.
- Students may not use the network for product advertisement or political lobbying.
- Students may not reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the school is prohibited.

- e. Students may not intentionally harm or destroy school data, the network, or network performance.

This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the school network to illegally access other systems.

### 3. Expectation of Privacy

- a. Student files, disks, documents, etc., which have been used on or created with school electronic information resources are not considered private.
- b. Electronic mail transmissions are not private.

### 4. Disciplinary Action

- a. The combined signatures indicate that the student and parent/legal guardian have carefully read, understand and agree to abide by these terms and conditions regarding proper behavior and use of the network. The signatures on the Student Signature of Agreement Form are legally binding.
- b. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.

### 5. Student Liability

- a. Students and their parents will be held responsible and financially liable for damage to computers or other equipment caused by willful and/or negligent behavior. Signing the "Agreement" page of this form indicates an understanding and acceptance of this liability policy.

### 6. Service Disclaimer

The School makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The School will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the user's own risk. The School specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

## **ACCEPTANCE OF STUDENT COMPUTER USE POLICY**

This section must be signed and returned to the school.

As a student at Canyon Grove Academy, I have read the Student Computer Use Policy ("policy") and have reviewed and discussed this policy with my parent/legal guardian. I understand that violation of the use provisions stated in the policy may result in use limitation, suspension or revocation and/or disciplinary actions by the School, or by legal authorities, including the possibility of suspension or expulsion from school and/or appropriate legal action. I further understand that I am legally responsible and financially liable for damage to computers or other equipment caused by my willful and/or negligent behavior. I accept that responsibility, liability, and all terms of the policy.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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



As the parent of a student at Canyon Grove Academy, I have read the Student Computer Use Policy ("policy") and have reviewed and discussed this policy with my student, of whom I am the parent/legal guardian. I understand that violation of the use provisions stated in the policy may result in use limitation, suspension or revocation and/or disciplinary actions by the School, or by legal authorities, including the possibility of suspension or expulsion from school and/or appropriate legal action. I further understand that my student is legally responsible and financially liable for damage to computers or other equipment caused by his/her willful and/or negligent behavior. As the below named student's parent/legal guardian, I accept that responsibility, liability, and all terms of the policy.

Parent's/Guardian's Printed Name: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

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

For Office Use Only:

Date Issued: \_\_\_\_\_ Student Name: \_\_\_\_\_

Grade: : \_\_\_\_\_ Computer Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Issued By: \_\_\_\_\_

<b>Head Injury</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-614-4</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised:

In compliance with Utah State Board of Education Rule R277-614 the 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.

The 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, procedures have been developed to aid in ensuring 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 Parent Steering 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 inservice meeting in which procedures for managing sporting event-related concussions are discussed.

### **Recognition of Concussion**

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

### **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 and require activation of the Emergency

Medical System:

- 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.
  - Deterioration of neurological function
  - Decreasing level of consciousness

- Decrease or irregularity in respirations
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
- Seizure activity

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

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

RECOGNIZE • REMOVE • REFER

### **Recognize concussion**

1. All educators and agents of the school should become familiar with the signs and symptoms of concussion that are described above.
2. Educators and agents of the 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 the 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 MD):
  - 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. Students with suspected head injuries should not be permitted to drive home.

3. School agents should seek assistance from the host site certified athletic trainer (ATC) or team physician, if available, at an away contest if the injury occurs at a formal athletic contest.

### **Return to Play (RTP) Procedures After Concussion**

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:

- a. Asymptomatic at rest and with exertion (including mental exertion in school) AND
- b. have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by 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:

Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time.

Step 3. Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.

Step 4. Running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact training drills in full equipment. Weight training can begin.

Step 6. Full contact practice or training.

Step 7. Play in game. Must be cleared by physician before returning to play. The student should spend 1 to 2 days at each step before advancing to the next. If post concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

### **Potential Problem Areas**

While current Utah law designates that a student may be returned to play by “an appropriate health care provider”, the 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 healthcare 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, director, superintendent, teacher (elementary), and parent(s).

The school's liability carrier may also be consulted.

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

<b>Medical Recommendations</b>	Type: Required
Relevant Codes and Rules: <a href="#">53A-11-605</a>	
Date Adopted/Effective: 11/11/2015	Date Last Reviewed/Revised: 11/11/2015

### **1. Purpose:**

To clarify for school personnel and parents/guardians the recommendations or directions that school personnel may make or give to parents/guardians about seeing health care professionals or using specific medications for their children.

### **2. Policy:**

2.1. School personnel may provide information and observations to parents/guardians about their children. Such information or reports may include observations and concerns in the following area:

2.1.1. progress

2.1.2. health and wellness

2.1.3. social interactions

2.1.4. behavior

2.1.5. topics consistent with the Utah Family Education Rights and Privacy Act (UCA 53A-13-302)

2.2. School personnel may communicate information and observations between school personnel regarding a child.

2.3. In accordance with Vista guidelines and procedures, school personnel may refer students to other appropriate personnel and agents, including referrals and communication with a school counselor working within the school.

2.4. School personnel may consult or use appropriate health care professionals in the event of an emergency while the student is at school consistent with student emergency information provided at student enrollment.

2.5. With the exception of school counselors as outlined in section 2.7, school personnel may not:

2.5.1. recommend to a parent/guardian that a child take or continue to take a psychotropic medication

2.5.2. require that a child take or continue to take a psychotropic medication as a condition for attending school

2.5.3. recommend that a parent/guardian seek or use a type of psychiatric or psychological treatment for a child

2.5.4. conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child except where this conflicts with the Individuals with Disabilities Education Act (IDEA).

2.6. In compliance with State Law (UCA 62A-4a-403), school personnel are required to report suspected child abuse, however; unless failure to take action would present a serious, imminent risk to the child's safety or the safety of others; school personnel may not make a child abuse or neglect report to authorities solely or primarily on the basis that a parent or guardian refuses to consent to:

2.6.1. a psychiatric, psychological, or behavioral treatment for a child, including the administration of a psychotropic medication to a child

2.6.2. a psychiatric or behavioral health evaluation of a child.

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

2.7.1. recommend, but not require, a psychiatric or behavioral health evaluation of a child

2.7.2. recommend, but not require, psychiatric, psychological, or behavioral treatment for a child

2.7.3. conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child in accordance with the Utah

#### **Family Educational Rights and Privacy Act**

2.7.4. provide to a parent/guardian, upon the specific request of the parent/guardian, a list of three or more health care professionals or providers, including licensed physicians, psychologists, or other health specialists.

2.8. Nothing in this policy shall be interpreted as discouraging general communication not prohibited by this policy between school personnel and a student's parent/guardian.

<b>Suicide Prevention Programs</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-620</a>	
Date Adopted/Effective: 11/11/15	Date Last Reviewed/Revised: 11/11/15

Canyon Grove recognizes that: (a) physical, behavioral, and emotional health is an integral component of a student's educational outcomes; (b) suicide is a leading cause of death among young people; (c) it has a responsibility to take a proactive approach in preventing deaths by suicide; and (d) the school should provide an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide, and fosters positive youth development. Toward this end, the school will implement methods and programs that focus on prevention of youth suicides; youth suicide intervention; and postvention for family, students

and faculty. The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

<b>Child Abuse-Neglect Reporting</b>	Type: Required
Relevant Codes and Rules: <a href="#">53A-6-502</a> , <a href="#">62A-4a-402</a> , <a href="#">R277-401</a>	
Date Adopted/Effective: Nov 11, 2015	Date Last Reviewed/Revised: Nov 11, 2015

A school employee must notify the building director of the neglect or abuse. However, such a report to a director, supervisor, school nurse or psychologist does not satisfy the employee's personal duty to report to law enforcement or DCFS. Employees should document the date, time, and agency (DCFS or Law Enforcement) and name of the person to whom the suspected child abuse or neglect was reported.

The anonymity of those reporting or investigating child abuse or neglect shall be preserved in a manner required by (Utah Code, Section 62A-4a-412).

Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from those actions, as provided by law.

<b>Code of Conduct/Appropriate Behavior</b>	Type: Required
Relevant Codes and Rules: HB391, R277-322	
Date Adopted/Effective: 5/28/2020	Date Last Reviewed/Revised 5/28/2020

## 1. PURPOSE AND PHILOSOPHY

Canyon Grove Academy is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus, that foster an effective, non-disruptive and safe learning environment.

## 2. DEFINITIONS

a) "Boundary violation" means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.

i) A "boundary violation" may include, but is not limited to, the following, depending on the circumstances:

- (1) isolated, one-on-one interactions with a student out of the line of sight of others;
- (2) meeting with a student in rooms with covered or blocked windows;
- (3) telling risqué jokes to, or in the presence of, a student;
- (4) employing favoritism to a student;
- (5) giving gifts to individual students;
- (6) staff member initiated frontal hugging or other uninvited touching;
- (7) photographing an individual student for a non-educational purpose or use;
- (8) engaging in inappropriate or unprofessional contact outside of educational program activities;
- (9) exchanging personal email or phone numbers with a student for a noneducational purpose or use;
- (10) interacting privately with a student through social media, computer, or handheld devices; and
- (11) discussing an employee's personal life or personal issues with a student.

ii) "Boundary violation" does not include:

- (1) offering praise, encouragement, or acknowledgment;
- (2) offering rewards available to all who achieve;
- (3) asking permission to touch for necessary purposes;
- (4) giving a pat on the back or a shoulder;
- (5) giving a side hug;
- (6) giving a handshake or high five;
- (7) utilizing public social media alerts to groups of students and parents;
- (8) contact permitted by an IEP or 504 plan.

b) "Grooming" means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.

c) "Sexual conduct" includes any sexual contact or communication between a staff member and a student including but not limited to:

i) "Sexual abuse" means the criminal conduct described in Utah Code Ann. §76-5-404.1(2) and includes, regardless of the gender of any participant:

- (1) touching the anus, buttocks, pubic area, or genitalia of a student;
- (2) touching the breast of a female student; or
- (3) otherwise taking indecent liberties with a student;
- (4) with the intent to:
  - (a) cause substantial emotional or bodily pain; or



(b) arouse or gratify the sexual desire of any individual.

ii) "Sexual battery" means the criminal conduct described in Utah Code Ann. §76-9-702.1 and includes intentionally touching, whether or not through clothing, the anus, buttocks, or any part of the genitals of a student, or the breast of a female student, and the actor's conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the student touched; or

iii) A staff member and student sharing any sexually explicit or lewd communication, image, or photograph.

d) "Staff member" means an employee, contractor, or volunteer with unsupervised access to students.

e) "Student" means a child under the age of 18 or over the age of 18 if still enrolled in a public secondary school.

### **3. POLICY**

Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.

a) Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.

b) A staff member may not subject a student to any form of abuse including but not limited to:

- i) physical abuse;
- ii) verbal abuse;
- iii) sexual abuse; or
- iv) mental abuse.

c) A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.

d) A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:

- i) viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
- ii) sexual battery; or

iii) sexual assault.

e) Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.

f) A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.

g) A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.

h) Staff member use of electronic devices and social media to communicate with students must comply with CGA policy, be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.

i) A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.

j) A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.

k) [LEA] recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.

l) Conduct prohibited by this policy is considered a violation of this policy regardless of whether the student may have consented.

#### **4. REPORTING**

a) A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.

b) In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A4a-403:

i) a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator, or

to [LEA Administration];

ii) a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform the [LEA Administration] of the reported abuse; and

iii) if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the [LEA Administration] shall immediately report that information to the Utah Professional Practices Advisory Commission;

iv) a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.

c) A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student's building administrator in compliance with CGA Bullying Policy.

d) Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary action.

## **5. TRAINING**

a) Within 10 days of beginning employment with [LEA] a staff member shall receive training regarding this policy and shall acknowledge in writing having received training and understanding the policy.

b) Staff members employed by [LEA] at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the 2020-2021 school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy.

## **6. VIOLATIONS**

A staff member found in violation of this policy will be subject to disciplinary action up and to including termination and necessary legal ramifications.

<b>Overnight Stay</b>	Type: Required
Relevant Codes and Rules:	
Date Adopted/Effective: 4/2020	Date Last Reviewed/Revised 4/2020

1. All staff will clear a live scan background check prior to working for the space center in any capacity.
2. Staff will complete all needed training prior to working for the space center.
3. There will be a 2 to 15 ratio of supervision at all times of teacher to students during the space center overnight camps.
4. There will be 2 adults of the same gender supervising the sleeping times of students of the same gender.
5. Space Center employees will abide by all of the policies and procedures set forth by Canyon Grove Academy.

#### **Violations**

A staff member found in violation of this policy will be subject to disciplinary action, up to and including removal as a volunteer or termination of employment.

<b>Fall Protection Plan</b>	Type: Required
Relevant Codes and Rules: <a href="#">29 CFR 1926 Subpart M</a> , <a href="#">29 CFR 1910 Subpart D</a> , <a href="#">29 CFR 1910 Subpart F</a>	
Date Adopted/Effective: 10/26/18	Date Last Reviewed/Revised: 10/26/18

**Purpose:** The purpose of this plan is to establish a means to analyze work tasks performed at heights to protect against falls. This can be accomplished by taking actions such as avoiding work tasks performed at heights when possible, using equipment or other controls to prevent falls and having protocols that minimizes consequences if a fall should occur. The purpose of this plan is also to assist personnel with complying with Occupational Safety and Health Administration (OSHA) standards: Protection (29 CFR 1926 Subpart M), Walking and Working Surfaces (29 CFR 1910

Subpart D) and Powered Platform, Man lifts, & Vehicle-Mounted Platforms (29 CFR 1910 Subpart F).

Overview: The building is one story with a flat roof. This plan applies to all personnel and contractors working at heights above 4 feet for normal activities or 6 feet for construction related activities. Personnel will not be required, nor allowed to perform any duties which require getting closer than fifteen feet to an unprotected edge, opening, platform, walkway, or utilize elevated equipment unless they are properly trained or secured from falling.

Access to the roof for the purpose of removing objects from the roof will be performed by the Custodial Staff only. A spotter shall be utilized to remind the employee when they are within 15 feet of the edge.

All construction and maintenance will be performed by qualified contractors. The contractor is responsible to have their own fall protection plan for their scope of work and to provide all necessary equipment and training for their employees.

<b>Blood Borne Pathogen Policy</b>	Type: Required
Relevant Codes and Rules: <a href="#">29 CFR 1910.1030</a>	
Date Adopted/Effective: 10/26/18	Date Last Reviewed/Revised: 10/26/18

### Reference Standard

Occupational Safety and Health Administration (OSHA); Bloodborne Pathogens, Subpart Z, 29 CFR 1910.1030

### Purpose

This program is designed to eliminate or minimize employee exposure to bloodborne pathogens.

### Scope

This program applies to all of our company employees as well as all other individuals who are visiting or have business with our company.

### Responsibilities

- Management is responsible for the development and review of this program. Management is also responsible for appropriate employee training.
- Management and supervisors are responsible for the enforcement of this program.
- Employees must comply with all procedures outlined in this policy.

### Definitions

**Bloodborne Pathogens:** (BBP) Pathogenic microorganisms that are present in human blood and can cause disease to humans, such as HIV and Hepatitis B.

**Contaminated:** The presence (or the reasonably anticipated presence) of blood or other potentially infectious materials on an item or surface.

## PARENT & COMMUNITY POLICIES

<b>Parent Involvement</b>	Type: Required
Relevant Codes and Rules: <a href="#">53A-1a-105</a>	
Date Adopted/Effective: 12/12/11	Date Last Reviewed/Revised: 12/12/11

Canyon Grove Academy believes that ongoing involvement of parents is very important to the success of its students' education. To meet the Title I Schools a requirement, Canyon Grove has created and supports a strong parent-school partnership. As a Title I school, Canyon Grove encourages parent volunteerism and plans meaningful activities in which parents and families may participate.

Canyon Grove convenes a Title I orientation meeting annually, in conjunction with the "Back to School/Meet Your Teacher" night at the beginning of each school year. All parents are invited and encouraged to attend. This meeting is used to inform parents of the school's participation under Title I and explain Title I requirements and the parents' rights to be involved. Teachers also inform parents regarding curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

A committee of parents is responsible for the construction and revision of this policy, in addition, to the development of the School-wide Title I Plan. This parent committee will meet twice a year, with additional meetings as deemed necessary for the improvement and benefit of the school. In addition to the parent committee, the executive board will utilize at least one elected parent representative and other appointed parent representatives as allowed or required by the charter or by-laws. Canyon Grove will provide parents with relevant information regarding parent involvement, their child's achievement, and the school's performance.

This will include, but is not limited to, the following:

- Yearly Title I meeting
- Parent Literacy and Math Nights
- School performance records and proficiency level expectations distributed each school year through UCAS and summative test results
- Written communications from teacher, including
  - o Emails to parents
  - o Quarterly progress reports
  - o Formal standardized test scores reports
- Oral communication from teacher, including
  - o Phone and/or email contacts
  - o Conference opportunities (at least twice per year)

- o Interaction at after-school functions
- School council meetings
- Newsletters
- A Parent and Administration question and answer session occurring at least once a term, with notes from the meeting emailed to parents
- Posting upcoming events on the school website
- Timely responses to parent suggestions through emails, telephone calls, notes and conferences
- Satisfaction surveys distributed to parents at least once a year

Parents, through the annual “Meet your Teacher Night” and the Canyon Grove Family Handbook, will be assisted in understanding the following: the National Education Goals, Utah's state content standards and student performance standards, school improvement process (when applicable), the Utah Criterion- Referenced Test (Sage), and Title I requirements. Translations will be provided to the extent possible, funded by Title I. Ongoing Parent Nights will provide opportunities for parents to participate in school related activities throughout the year. Consistent with the school's commitment to green education, the school will provide parents with electronic resources to help their students at home in reading, math, and writing. Materials and information regarding child development and school achievement are also made electronically available to parents. Additionally, volunteer training seminars will be conducted at least once a year to train those individuals who desire to become active volunteers at the school.

The Parent Representative will inform the administration of parent concerns and/or activities when deemed appropriate by the Parent Representative. Canyon Grove will coordinate and integrate parent involvement programs and activities with programs such as the Federal Department of Education (through the distribution of brochures) and other programs to the extent feasible and appropriate. The Parent Representative is responsible for emailing parents, at least monthly, about volunteer and committee opportunities using volunteer and committee email aliases provided by the school.

The School Administration will work with various community organizations to further the school's interests and increase community involvement. The Parent Representative, in conjunction with parent committees, will develop a Parent-Teacher-Student Compact. This compact will outline how parents, the school staff, and students will share the responsibility for improved students' academic achievement and the means by which the school and parents will build a partnership to help students achieve the state's standards. The contract shall address the importance of communication between teachers and parents on an ongoing basis. The compact will be distributed to all parents through the Canyon Grove Family Handbook.

The school will accept suggestions and comments from parents on an ongoing basis. All data, comments, and suggestions, including unsatisfactory comments, regarding the Title I school plan and parent involvement policy, are collected and sent to the LEA. The Board considers this information when reviewing the Parent Involvement Policy and Parent Involvement Action Plan for the school.

<b>Parent &amp; Student Engagement Policy</b>	Type: Required
Relevant Codes and Rules:	
Date Adopted/Effective: 12/15/08	Date Last Reviewed/Revised: 12/15/08

Canyon Grove Academy 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.

**Canyon Grove Academy will involve parents in the development of its school plan.**

- The school will invite two parents from each Title I school to participate in the development of the school plan. 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 from participating Title I schools will review information, attend scheduled meetings and give input into the development of the school plan.
- The Canyon Grove Academy School Board will give final approval of the school plan.

**Canyon Grove Academy will involve parents in the process of school review and improvement.**

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

**Canyon Grove Academy will provide coordination and technical assistance to promote quality parental involvement activities.**

- Twice during the year, school leadership will include parental involvement discussions in school leadership meetings across departments to maximize coordination and effective use of resources.
- Provide annual training to school administrators and teachers on effective parent involvement strategies.

**Canyon Grove Academy will build the school and parent capacity for strong parental involvement.**

- Schedule an annual parent involvement seminar to build effective parental involvement strategies.
- The school will allocate Title I funds to support a half-time parent liaison for each Title I school.

**Canyon Grove Academy will coordinate parental involvement strategies with other programs.**

- Representatives from other programs (i.e. Head Start and Special Education) will be encouraged to cosponsor the annual parent involvement seminar with Title I.
- School leaders who have responsibility for overseeing parental involvement activities will meet at least twice a year to discuss plans and coordinate efforts.

**Canyon Grove Academy will conduct an annual parental involvement evaluation.**

- In the spring, local School Community Councils will be given a Title I Parent Involvement Evaluation Form and asked to complete the evaluation and provide input on how the school might improve support for parental involvement.
- At the spring SEP conference, parents will be encouraged to complete a parent involvement 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 involvement survey with its plans to address identified needs and recommendations.

**Canyon Grove Academy will ensure that Title I schools are involving parents in a variety of school activities.**

- Require each Title I school to submit an annual report of successful parent involvement activities.
- In the annual training for administrators and teachers, the school will share identified successful parental involvement activities. They will be encouraged to share ideas with PTOC Presidents and School-Community Councils.



- Principals will annually report to the school how they used Title I funds to support effective parent involvement strategies.

<b>Building Use</b>	Type: Required
Relevant Codes and Rules: <a href="#">53A-3-414</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised:

CGA believes that learning does not end when the final school bell rings and thus will make its facilities available for rent to the community. The little theater, outdoor amphitheater, dance studios, gymnasium, lunchroom, and selected classrooms are available for a variety of activities on evenings and weekends. Rental of the school building will require application and will be subject to approval by the Assistant Director. Rental fees will be approved yearly by the Board. Non-profit groups may use small portions of the school building at the consent of the Assistant Director, providing that their activities do not impose additional costs to the school, proper insurance coverage is provided, and the requested space and time do not interfere with school activities. Use of funds generated from building rentals is at the discretion of the Assistant Director, upon approval from the Board of Trustees.

<b>Library Media</b>	Type: Required
Relevant Codes and Rules: <a href="#">53G-10-205.2. a-b</a>	
Date Adopted/Effective:	Date Last Reviewed/Revised: 8/18/2022

### **I. Purpose & Mission of the School Library**

School libraries have the responsibility of introducing students to the world of information. Students have the right to a relevant, balanced, and diverse school library collection that represents multiple points of view.

### **II. Support for Intellectual Freedom**

The school libraries of this LEA are guided by the principles set forth in the First Amendment of the U.S. Constitution. "[T]he special characteristics of the school library make that environment especially appropriate for the recognition of the First Amendment rights of students." *Island Trees v. Pico* 102 S.Ct. 2799 (1982)

### **III. Procedures for Selection & Maintenance Responsibility of Selection:**

Library personnel will adhere to the following criteria during the selection process. Librarians must also consider creating a collection that reflects diversity of ideas and authors as well as being reflective of the population the library serves.

Gifts and donations shall be reviewed following the selection criteria and shall be accepted or rejected by those criteria.

Criteria:

- a) overall purpose and educational significance;
- b) contribution and relevance to the Utah standards and interests of the students including varied interests that reflect religious, ethnic, and cultural backgrounds;
- c) factual content is accurate, current, reliable, and authoritative;
- d) timeliness and/or permanence;
- e) readability and accessibility to intended audience;
- f) favorable reviews found in standard selection sources;
- g) artistic quality and literary style;
- h) age and developmental appropriateness;
- i) reputation and significance of author, producer, or publisher;
- j) variety of format with efforts to incorporate emerging technologies;
- k) quality and value are commensurate with cost and/or need;

#### **IV. Collection Maintenance and Weeding**

Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students.

#### **V. Reconsideration**

Any parent, employee, or student of the LEA may express a formal request for reconsideration of a library material. The LEA recognizes the right of parents under state law 53G-10-205.2. a-b, to restrict their child's access to materials the parent deems inappropriate. However, no parent has the right to make that decision on behalf of other students. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in the LEA Policy. Questioned items remain in circulation during the reconsideration process. The Library Media Challenge Committee is composed of individuals who are representative of the school/LEA community that convenes to review the challenged material. The LEA Library Media Challenge Committee is created for the purpose of reviewing library media materials when material is challenged.

#### **Library Media Challenge Procedure**

1. The parent must submit a completed School Level Challenge of Library Media Materials Form [click here](#) to the school's library professional
2. Upon receipt of the completed form, the library professional will notify the CGA school director of the request and call a meeting of the School Library Challenge Committee [click here](#) to introduce the request.
3. The material in question will remain in use during the challenge process.
4. The school library professional will provide School Committee members access to the challenged material as well as public written reviews of the material from professional review sources. The School Committee members will be assigned to read, view, or listen to the material in its entirety as well as the reviews.
5. After being afforded time to review the material and reviews, the School Committee will reconvene, at which time the parent has the option to meet with the School Committee to present his/her views. The School Committee will then dismiss the parent.
6. The School Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The School Committee will decide whether to retain the material in the library media center, relocate the material within the library media center.

7. The parent will be notified of the School Committee's decision in writing with a reasonable time period.
8. The same materials cannot be challenged at that particular school for at least three years.

## RIGHTS & PRIVACY POLICIES

<b>Religious Expression and Education</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-105</a> , <a href="#">53A-13-101.1</a>	
Date Adopted/Effective: 8/12/2010	Date Last Reviewed/Revised: 8/12/2010

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**[School District will/has develop[ed] and adopt[ed]]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Requests for waivers of participation in School Activities will be handled consistent with and in compliance with Utah Administrative Code R277-105-5.

<b>Discrimination and Sexual Harassment</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-112</a>	
Date Adopted/Effective: 6/28/2017	Date Last Reviewed/Revised: 6/28/2017

It is policy of the Canyon Grove Academy (CGA) not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, sexual orientation, gender dysphoria, or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

The policy against non-discrimination applies in all aspects of the school's programs and activities, including but not limited to admissions and the administration of discipline. It shall be a violation of this policy for any student or employee of the school to harass a student or an employee through conduct or communication in any form as defined by this policy or to retaliate against any individual for filing, receiving, investigating, or providing information concerning any complaint alleging violation of a federal civil rights law under this policy. This policy will be posted on the school's website and distributed as part of the annual online registration process.

#### **Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Acts of 1964 is a federal law that prohibits discrimination on the basis of race, color, or national origin. In compliance with Title VI, the school prohibits all discriminatory practices, including but not limited to the following:

1. Preventing a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
2. Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or national origin.
3. Setting higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
4. Unequally applying disciplinary action based on a student's race, color, or national origin.
5. Failing to provide the necessary language assistance to allow limited English-proficient students the same opportunity to learn as English-proficient students.
6. Administering tests or other evaluative measures, which by design or by grading do not allow minority students the same opportunity to present a true measure of their abilities.
7. Providing advice or guidance to minority students with the intent to direct them away from schools, classes, or educational activities based on their race, color, or national origin.
8. Providing instructional and related services to minority students that are inferior to those provided to non-minority students.

#### **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in providing educational programs and services. It is policy of the school not to discriminate against any student, employee, or applicant on the basis of sex. The school will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, or other school resources based on unlawful discrimination. CGA will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination based on sex. No employee of the school, including any person representing the school, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

#### **Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973**

Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are federal laws that prohibit discrimination on the basis of disability. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Because of the affirmative obligation under Section 504 to provide a free appropriate public

education as well as to avoid harassment and discrimination based on disability, the Executive Director may establish additional procedures regarding issues related to compliance with Section 504.

### **Complaints**

Any person who believes he or she has been the victim of discrimination, harassment, or sexual harassment by another student or an employee of the school, or any third person with knowledge of conduct that may constitute discrimination, harassment, or sexual harassment should immediately report the alleged acts to the Executive Director. If the complaint is against the Executive Director, the complaint should be submitted to the chair of the school's Board of Directors. The school is committed to investigating all complaints of discrimination or harassment under federal civil rights laws and will take action to stop any harassment or discrimination that is discovered.

The Executive Director will establish a process for handling complaints alleging harassment or discrimination under federal civil rights laws that complies with applicable legal requirements.

### **Compliance Officer**

The Executive Director is designated the compliance officer for all federal civil rights matters under any of the foregoing federal laws and shall coordinate the school's efforts to comply with federal civil rights laws. Any questions concerning this policy should be directed to the school's Executive Director.

<b>Technology Security Policy</b>	Type: Required
Relevant Codes and Rules: <a href="#">53A-1-401</a> , <a href="#">53A-1-403</a> , <a href="#">R277-487</a> , <a href="#">R277-495</a> .	
Date Adopted/Effective: 9/28/2017	Date Last Reviewed/Revised: 9/28/2017

## **1. Purpose**

The purpose of this policy is to ensure the secure use and handling of all school data, computer systems and computer equipment by Canyon Grove Academy students, patrons, and employees.

## **2. Policy**

### **2.1 Technology Security**

It is the policy of CGA to support secure technology systems for the school, including security for all personally identifiable information that is stored on paper or stored digitally on school-maintained computers and networks. This policy supports efforts to mitigate threats that may cause harm to the school, its students, or its employees.

The school will ensure reasonable efforts will be made to maintain network security. Data loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be preventable.

All persons who are granted access to the school network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of school devices and the network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact the school's Information Security Officer with the relevant information.

This policy and procedure also covers third party vendors/contractors that contain or have access to CGA critically sensitive data. All third party entities will be required to sign the Restriction on Use of Confidential Information Agreement before accessing our systems or receiving information.

It is the policy of CGA to fully conform with all federal and state privacy and data governance laws. Including the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (hereinafter “FERPA”), the Government Records and Management Act U.C.A. §62G-2 (hereinafter “GRAMA”), U.C.A. §53A-1-1401 et seq and Utah Administrative Code R277-487.

Professional development for staff and students regarding the importance of network security and best practices are included in the procedures. The procedures associated with this policy are consistent with guidelines provided by cyber security professionals worldwide and in accordance with Utah Education Network and the Utah State Office of Education. CGA supports the development, implementation and ongoing improvements for a robust security system of hardware and software that is designed to protect CGA’s data, users, and electronic assets.

### **3. Procedure**

#### **3.1. Definitions:**

3.1.1. Access: Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.

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

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

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

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

3.1.6. Computer property: Includes electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of them.

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

3.1.8. Encryption or encrypted data – The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.

3.1.9. Personally Identifiable Information (PII) - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered Protected data

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

3.1.11. Sensitive data - Data that contains personally identifiable information.

3.1.12. System level – Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

### 3.2. Security Responsibility

3.2.1. CGA shall appoint, in writing, an IT Security Officer (ISO) responsible for overseeing school-wide IT security, to include development of school policies and adherence to the standards defined in this document.

### 3.3. Training

3.3.1. CGA, led by the ISO, shall ensure that all school employees having access to sensitive information undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information. - Training resources will be provided to all school employees.

3.3.2. CGA, led by the ISO, shall ensure that all students are informed of Cyber Security Awareness.

### 3.4. Physical Security

#### 3.4.1. Computer Security

3.4.1.1. CGA shall ensure that any user's computer must not be left unattended and unlocked, especially when logged into sensitive systems or data including student or employee information. Automatic log off, locks and password screen savers should be used to enforce this requirement.

3.4.1.2. CGA shall ensure that all equipment that contains sensitive information will be secured to deter theft.

#### 3.4.2. Server/Network Room Security

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

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

#### 3.4.3. Contractor access

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



### 3.5. Network Security

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

#### 3.5.2. Network Segmentation

3.5.2.1. CGA shall ensure that all untrusted and public access computer networks are separated from main school computer networks and utilize security policies to ensure the integrity of those computer networks.

3.5.2.2. CGA will utilize industry standards and current best practices to segment internal computer networks based on the data they contain. This will be done to prevent unauthorized users from accessing services unrelated to their job duties and minimize potential damage from other compromised systems.

#### 3.5.3. Wireless Networks

3.5.3.1. No wireless access point shall be installed on CGA's computer network that does not conform with current network standards as defined by the Network Manager. Any exceptions to this must be approved directly in writing by the Information Security Officer.

3.5.3.2. CGA shall scan for and remove or disable any rogue wireless devices on a regular basis.

3.5.3.3. All wireless access networks shall conform to current best practices and shall utilize at minimal WPA encryption for any connections. Open access networks are not permitted, except on a temporary basis for events when deemed necessary.

#### 3.5.4. Remote Access

3.5.4.1. CGA shall ensure that any remote access with connectivity to the school's internal network is achieved using the school's centralized VPN service that is protected by multiple factor authentication systems. Any exception to this policy must be due to a service provider's technical requirements and must be approved by the Information Security Officer.

### 3.6. Access Control

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

#### 3.6.2. Authentication

3.6.2.1. CGA shall enforce strong password management for employees, students, and contractors.

##### 3.6.2.2. Password Creation

3.6.2.2.1. All server system-level passwords must conform to the Password Construction Guidelines posted in the CGA Policy Manual.

##### 3.6.2.3. Password Protection

3.6.2.3.1. Passwords must not be shared with anyone. All passwords are to be treated as sensitive, Confidential information.

3.6.2.3.2. Passwords must not be inserted into email messages or other forms of electronic communication.

3.6.2.3.3. Passwords must not be revealed over the phone to anyone.

3.6.2.3.4. Do not reveal a password on questionnaires or security forms.

3.6.2.3.5. Do not hint at the format of a password (for example, "my family name").

3.6.2.3.6. Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

### 3.6.2. Authorization

3.6.2.1. CGA shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

3.6.2.2. CGA shall ensure that user access should be granted and/or terminated upon timely receipt, and management's approval, of a documented access request/termination.

### 3.6.3. Accounting

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

### 3.6.4. Administrative Access Controls

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

## 3.7. Incident Management

3.7.1. Monitoring and responding to IT related incidents will be designed to provide early notification of events and rapid response and recovery from internal or external network or system attacks.

## 3.8. Business Continuity

3.8.1. To ensure continuous critical IT services, IT will develop a business continuity/disaster recovery plan appropriate for the size and complexity of school IT operations.

3.8.2. CGA shall develop and deploy a school-wide business continuity plan which should include as a minimum:

- Backup Data: Procedures for performing routine daily/weekly/monthly backups and storing backup media at a secured location other than the server room or adjacent facilities. As a minimum, backup media must be stored off-site a reasonably safe distance from the primary server room.

- Secondary Locations: Identify a backup processing location, such as another School or school building.
- Emergency Procedures: Call the CTO or Web Developer of CGA's Educational Services Provider. They will initiate emergency actions to include: recovery of backup data, restoration of processing at the secondary location, and generation of student and employee listings for ensuing a full head count of all.

### 3.9. Malicious Software

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

3.9.2. CGA shall install, distribute, and maintain spyware and virus protection software on all school-owned equipment, i.e. servers, workstations, and laptops.

3.9.3. CGA shall ensure that malicious software protection will include frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (real time) on all operating servers/workstations.

3.9.4. CGA shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.

3.9.5. All computers must use the school approved anti-virus solution.

3.9.6. Any exceptions to section 3.9 must be approved by the Information Security Officer.

### 3.10. Internet Content Filtering

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

3.10.2. CGA acknowledges that technology based filters are not always effective at eliminating harmful content and due to this, CGA uses a combination of technological means and supervisory means to protect students from harmful online content.

3.10.3. In the event that students take devices home, CGA will provide a technology based filtering solution for those devices. However, the school will rely on parents to provide the supervision necessary to fully protect students from accessing harmful online content.

3.10.4. Students shall be supervised when accessing the internet and using school owned devices on school property.

### 3.11. Data Privacy

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

3.11.2. CGA protects student data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ( "FERPA"), the Government Records and Management Act U.C.A. §62G-2 ( "GRAMA"), U.C.A. §53A-1-1401 et seq, 15 U.S. Code §§ 6501–6506 ("COPPA") and Utah Administrative Code R277-487 ("Student Data Protection Act").

3.11.3. CGA shall ensure that employee records access shall be limited to only those individuals who have specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

### 3.12. Security Audit and Remediation

3.12.1. CGA shall perform routine security and privacy audits in congruence with the school's Information Security Audit Plan.

3.12.2. school personnel shall develop remediation plans to address identified lapses that conforms with the school's Information Security Remediation Plan Template.

3.13. Employee Disciplinary Actions shall be in accordance with applicable laws, regulations and school policies. Any employee found to be in violation may be subject to disciplinary action up to and including termination of employment with the CGA.

<b>Dissemination of Information about Juvenile Offenders</b>	Type: Required
Relevant Codes and Rules: <a href="#">R277-714-3</a>	
Date Adopted/Effective: 8/12/10	Date Last Reviewed/Revised: 8/12/10

The dissemination of any information about students between agencies and other schools shall be consistent with FERPA and GRAMA, including applicable time periods and protection of private information.

The Administrative Site Team shall establish procedures by which certain staff members have authority to receive private information about students, depending upon the offense and the circumstances. These procedures shall be approved by the Board of Trustees and made available to parents and students upon request.

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.

## FINANCIAL POLICIES

<b>Internal Control</b> <a href="#">R277-113</a>	
Relevant Codes and Rules:	
Date Adopted/Effective:	Date Last Reviewed/Revised:

Canyon Grove Academy, under the direction of the Board of Trustees, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and

compliance.

Canyon Grove Academy and all levels of administration are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the school. Administration is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the school or the State Office of Education.

Internal control policies provide charter schools with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Board members and directors should review the Charter Solutions' Internal Controls Guide to further understand the need for internal controls and their role in their implementation and oversight.

### **Compliance with Laws**

Canyon Grove Academy will follow all the relevant laws and regulations that govern Charter Schools within the State of Utah. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received.

#### **A. Political Contributions**

No funds or assets of Canyon Grove Academy may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in-kind, such as lending employees to political parties or using the school's assets in political campaigns.

#### **B. Record Keeping**

To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by state law applicable to Charter Schools.

Further, the school specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the school.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. No false or fictitious vendors may be established or false or fictitious invoices may be paid.

### **Board of Trustees Authorities**

The Board of Trustees is responsible for the operation of Canyon Grove Academy in accordance with state and federal laws. The Board of Trustees is also responsible for operating the school in accordance with the representations made in its charter.

Specifically, the Board of Trustees shall have the sole authority to approve and will incorporate into its

own minutes such matters as (i) change of the School's name, with the its authorizer's approval (ii) adoption of the annual budget(s), (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of real property, and (ix) selection of Canyon Grove Academy's certified public accountants.

### **Signature Authorities**

To properly segregate duties within Canyon Grove Academy, the President, the Treasurer of the Board and the School Director/Director are the only individuals with signatory authority and are responsible for authorizing all cash transactions.

### **Government Records Access Management Act (GRAMA)**

Canyon Grove Academy will provide access to Canyon Grove Academy's records if requested to the State Office of Education, State Charter School Board, or any group or individual formally requesting such information consistent with applicable statutes or rules.

### **Security of Financial Data**

- A. The school's accounting software will be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)
- B. The system's accounting data shall be backed up regularly by the Business Manager to ensure the recoverability of financial information in case of hardware failure. The backup should be stored in a fire safe area and properly secured.
- C. All other financial data, petty cash box, unused checks and unclaimed checks will be secured by the Business Manager from unauthorized access.

### **Security of School Documents**

Originals of the following corporate documents are maintained and their presence shall be verified on a periodic basis:

- A. Charter and all related amendments
- B. Canyon Grove Academy by-laws
- C. Minutes of the Board of Trustees and subcommittees
- D. Banking agreements
- E. Leases
- F. Insurance policies
- G. Vendor invoices
- H. Grant and contract agreements
- I. Fixed asset inventory list

### **Use of School Assets**

School employees should not use any of the school's assets for personal use without prior approval of the School Administration and with proper justification.

### **Use Of School Credit Cards**

Canyon Grove Academy credit cards and purchase cards shall only be issued with the formal approval of the Board of Trustees and with proper justification. The cost/benefit to Canyon

Grove Academy should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to certain Canyon Grove Academy employees and should be used only for school--related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by Canyon Grove Academy. Monthly credit card statements are reconciled to invoices and travel reports and are approved by Canyon Grove Academy Director or Business Manager.

<b>Financial Management</b> <a href="#">R277-113</a>	
Relevant Codes and Rules:	
Date Adopted/Effective:	Date Last Reviewed/Revised:

Canyon Grove Academy accounting policies and financial reporting adopted by the school should be consistent with a special purpose governmental entity that engages in business type activities. The Board of Trustees has oversight of the management of Canyon Grove Academy inclusive of establishing the governance structure and the financial management policies as set forth in the school's charter.

### **Basis of Accounting**

Canyon Grove Academy will maintain its accounting records and related financial reports on the modified accrual basis of accounting, with accrual taking place annually. Audited financial statements prepared by an independent auditor will be prepared annually using the accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when earned, consistent with generally accepted accounting principles applicable to special purpose governmental units. Under the modified accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

### **Budgets**

- A. Canyon Grove Academy prepares an annual operating budget of revenues and expenses and a cash flow projection. These budgets and projections are reviewed and approved by the Board of Trustees at an open and public meeting held not later than June 30<sup>th</sup> and modified, as necessary.
- B. Financial statements displaying budget vs. actual results are prepared by the Business Manager and reviewed by the Treasurer and presented to the Board of Trustees at each board meeting.

### **Cash Receipts**

- A. Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the school, compensating controls such as management supervision and review of cash receipt records by independent parties should be implemented.
- B. The school will comply with all applicable state and federal laws.
- C. All receipt of funds at the school should be done at the front office through the school's office. No receipt should take place in the classroom or in unapproved off--site locations. Employees shall instruct payers to take all cash, checks, and credit card transactions to the front office for receipt. Provisions should be made for cash receipt/ collection at approved activities or functions. Refer to

the Fundraising Policy.

- D. All funds shall be kept in a secure location controlled by the front office until they are deposited in a school--approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51--4--2(2)(a), in a school-approved account. Employees should never hold funds in any location for any reason.
- E. If a cashier has left for the day or funds are received on the weekends, employees should seek the assistance of administrators to lock cash receipts or cash boxes in a secure school location until the next business day. Cash receipts should not be taken home by employees or volunteers, or left in offices.
- F. All checks are to be made payable to the school and restrictively endorsed upon receipt. Checks are not to be made payable to an employee, a specific department, or a program.
- G. Appropriate internal controls and segregation of duties should be implemented for all cash activity. These may include tickets, pre--numbered receipts, deposit slips, cash tally sheets, receipt registers, lists, cash reconciliations, reports, etc. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
- H. All funds (cash, checks, credit card payments, etc.) received must be receipted by student name, if possible, and recorded in the school's accounting records. A pre--numbered receipt will be issued for each transaction. Passwords should be established on the accounting system computers and changed periodically.
- I. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
- J. Periodic and unscheduled audits or reviews should be performed for all cash activity.
- K. All activities involving cash must be supervised by a school employee or authorized volunteer to ensure adequate controls are in place. Training should be given to those involved in handling cash.
- L. All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277--407.

## **Fundraising**

- A. Fundraising is permitted within the LEA to allow the LEA and schools to raise additional funds to supplement school--sponsored academic and co--curricular programs.
- B. "School--sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the school, school board, administration, or board committees, including the parent organization or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
  - a. Is managed or supervised by school administration, staff, or authorized volunteers
  - b. Uses the school's facilities, equipment, or other school resources.
  - c. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
- C. All monies raised through fundraisers for school--sponsored activities are considered public funds. All funds raised shall follow the Cash Receipts section of this policy and other applicable school policies and state laws and rules. This includes all donations to the school, regardless of whether or not such donations are part of any fundraising activity or event.
- D. Properly approved school--sponsored activities may:
  - a. Use the school's name, facilities, and equipment.
  - b. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.



- c. Be insured under the school's liability insurance policy.
- d. Provide additional compensation or stipends for school employees with the approval of the director or immediate supervisor and under school payroll policies and consistent with the school's budget
- E. School--sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules and school policies.

### **Insurance and Bonding**

- A. The school maintains minimum levels of coverage, as deemed appropriate by the Board of Trustees, for the follow policies:
  - 1. General liability (earthquake coverage not included without express inclusion)
  - 2. Business & personal property (including auto/bus if applicable)
  - 3. Workers' compensation
  - 4. Unemployment
  - 5. Directors and Officers (Board Insurance)
  - 6. Treasurers' Bond
  - 7. Employment Practices Liability Insurance
- B. The school requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Trustees.

### **Employee Retirement Program**

Canyon Grove Academy shall participate in a retirement program as determined by the Board of Trustees and administered by the Trustee and business office.

### **Record Retention and Disposal**

- A. Records are maintained for the following minimum periods:
  - 1. Books, records, documents, and other supporting evidence including paid, cancelled, or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employee timesheets and other public documents are retained according to state law.
- B. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods or consistent with state law:
  - 1. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
    - a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
    - b) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
  - 2. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.
- C. The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants.
- D. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.

- E. In connection with the disposal of any records, a memorandum of record disposal is prepared by the Business Manager listing the record or the class of records disposed of. The Board of Trustees certifies this memorandum of records disposal.

### **Financial Reporting**

The Business Manager maintains supporting records in sufficient detail to prepare the School's financial reports, including:

- A. Annually:
  - 1. Financial statements for audit
  - 2. Annual budget
- B. Monthly:
  - 1. Trial balance
  - 2. Internally generated budget vs. actual financial statements with explanations for significant variances
  - 3. Balance Sheet
- C. Quarterly:
  - 1. IRS Form 941 and payroll tax returns and comparable state taxing authority returns
  - 2. Other reports upon request

### **Audit**

The Board of Trustees contracts annually with a qualified independent certified public accounting firm to conduct an audit of Canyon Grove Academy's financial statements 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 audit firm must be familiar with these standards and related State of Utah regulations in order to properly conduct the audit engagement.

### **Audit Committee**

The Board of Trustees shall establish an audit committee, which shall:

- 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;
- be made up entirely of members of the Board and possess, as much as possible, knowledge of and experience in finance, auditing, or accounting;
- 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.

## **Assets, Liabilities, & Net Asset** [R277-113](#)

Relevant Codes and Rules:

Date Adopted/Effective:

Date Last Reviewed/Revised:

### **Assets**

Economic resources that are recognized and measured in conformity with generally accepted accounting principles. Assets also include certain deferred charges that are not resources, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of Assets.

### **Bank Accounts**

- A. The Board may authorize Bank accounts for general or specific purposes. No school assets shall be kept at any bank or financial institution that is not on the approved list of the Utah Money Management Council.
- B. All Bank accounts shall be reconciled as often as statements are available.

### **Petty Cash Payments**

- A. Petty cash payments are made from a fund not to exceed \$500, and should be for cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request. No individual payment shall be greater than \$100.
- B. The petty cash account is balanced periodically by the Business Manager.

### **Criteria for Capitalizing and Depreciating for Property and Equipment**

All tangible personal property with a useful life of more than one year and a unit acquisition cost of \$5,000 or more is capitalized and recorded in the statement of net assets. Depreciation associated with the fixed asset will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

### **Impairment of Assets**

A recognized impairment of an asset is reflected when circumstances warrant. The appropriate adjustment is made for any impaired assets, accompanied by a description of the impaired asset and the measurement assumptions used in determining the impairment. All impairments should be reported to the Board of Trustees for approval of the adjustment to the fixed asset subsidiary ledger.

### **Betterments**

Expenditures for significant betterments of existing leased/owned properties are recorded in fixed assets at cost. Maintenance and repairs are expensed as incurred. Depreciation associated with the betterment will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

### **Liabilities**

Economic obligations that are recognized and measured in conformity with generally accepted accounting

principles. Liabilities also include certain deferred amounts that are not obligated, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of liabilities.

### **Accounts Payable**

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

### **Accounts Payable Payment Policy**

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

### **Accrued Liabilities**

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs. Liabilities are accrued annually.

### **Accrued Teachers' Salary**

The portion of any teachers' (or other employees whose salaries are paid over a period different than during which work was performed) salaries paid for a school year that extends into the next fiscal year (e.g., a twelve--month salary schedule from September 1 to August 31 of the following year) should be accrued at the end of the fiscal year for which services were rendered.

### **Debt**

- A. When applicable, short--term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long--term debt consists of financing that is not expected to be repaid within one year.
- B. All short--term and long--term debt is approved by the Board of Trustees.
- C. Loan agreements approved by the Board of Trustees shall be in writing and specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

### **Net Assets**

Net assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units. Net assets include the following:

- Unrestricted
- Restricted
- Investment in Capital Assets, net of related debt

Date Adopted/Effective:	Date Last Reviewed/Revised:
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### **Consistency in Cost Accounting**

Practices used by Canyon Grove Academy in estimating costs in grant/contract proposals are consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by Canyon Grove Academy in accumulating and reporting actual costs are consistent with its practices used in estimating costs in its grant and contract proposals.

### **Cost Accounting Period**

The fiscal year of Canyon Grove Academy is July 1st through June 30th. The same accounting period is used for all adjusting entries and accruals.

### **Gain or Loss on Disposition of Assets**

Gains and losses from the sale or other disposition of property are recorded as revenue in the year in which they occur, and are reflected as such on applicable financial statements.

## **Property Management**

Relevant Codes and Rules: [R277-433](#), [53A-12-207](#), [R277-113](#)

Date Adopted/Effective:	Date Last Reviewed/Revised:
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### **Property and Equipment**

Canyon Grove Academy maintains records of all government--furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts.

### **Identification of Property**

Upon receipt, Canyon Grove Academy tags all property that has an acquisition cost of more than \$1,000 per item or has reasonable possibility of theft, and assigns an identification number to the property and all applicable documents.

### **Recording and Reporting of Property**

Canyon Grove Academy maintains a log identifying all property in its possession, as follows:

1. Name and description
2. Serial number, model number, or other identification
3. Whether title vests with Canyon Grove Academy or another entity
4. Location and condition of the equipment
5. Ultimate disposition data, including date of disposal and sales price or method of disposal

### **Physical Inventories**

- A. Canyon Grove Academy performs a physical inventory of all property in its possession or control on an annual basis.
- B. The physical inventory records include each asset, the related control number, location, and a brief description of its condition.
- C. The physical inventory is reconciled to the detailed fixed asset subsidiary ledger, and differences,

if any, are investigated and reconciled.

### **Disposal of Property and Equipment**

- A. No item of property or equipment shall be removed from the premises without prior approval from the Business Manager and/or the Board of Trustees.
- B. Canyon Grove Academy has adopted standard disposition procedures for the school staff to follow, which include an Asset Disposal Form, which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.
- C. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the general ledger.
- D. All Assets shall be disposed consistent with applicable regulations of any restricted funds with which they were purchased, according to Education Department General Administrative Regulations.

<b>Procurement</b> <a href="#">R277-113</a>	
Relevant Codes and Rules:	
Date Adopted/Effective:	Date Last Reviewed/Revised:

### **Procurement – Goods and Services**

- A. Canyon Grove Academy shall follow provisions of the state's procurement code (UCA 63G--6a). Canyon Grove Academy procures 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. Written records will be kept for all purchases, including competitive bids when applicable. Competitive bids will be filed in the winning bidder's vendor file. No purchase shall be made using school funds without prior approval of the school Director or Board.
- B. All checks or check stock, credit/purchase cards, access to bank accounts and statements, etc. shall be secured and controlled by the school administration with limited access. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc. shall be recorded in the school's accounting records. Checks should be made payable to specified payees and never to "cash" or "bearer."
- C. The school shall use a competitive procurement process, which requires sound business practices for a non--recurring purchase less than \$1,000, which is defined as a "Small Purchase" under UCA 63G--6a--408. The school will select the best value by obtaining three written, telephone, or electronic quotes for items greater than \$5,000 and less than \$50,000. Records shall be kept of vendors contacted for goods and an explanation justifying the selection shall be provided in all cases where a vendor other than the lowest priced vendor is selected.
- D. The "single procurement aggregate threshold" is \$5,000. This is the maximum amount that the school can expend to obtain multiple procurement items/services from one vendor at one time. This includes any combination of individual procurement items costing less than \$1,001 purchased from one vendor at one time, not to exceed in total \$5,000.
- E. If purchases from the same vendor are ongoing, continuous, and regularly scheduled, and

exceed the annual cumulative threshold of \$50,000 during the fiscal year, a contract shall be utilized if feasible [Utah Code 63G--6a--408(6)].

- F. For single items, projects, or annual services greater than \$50,000, or when a school officer or the board determines that it will provide the best value for the school, an RFP, RFQ, or other solicitation method as determined by the state's procurement code, a formal bid process will be used in which multiple bids will be received and evaluated using a formal evaluation process. The School adheres to the following objectives and rules according to the Utah Procurement Code:
1. Requests for Proposals will be public as required in UCA 63G--6a--703.
  2. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, experience, past performance, etc.
  3. An evaluation committee will review each proposal. The evaluation committee shall:
    - a. include at least three individuals, at least one of which is from the school;
    - b. contain no members that have any conflict of interest;
    - c. develop criteria and a rubric by which to judge the proposals, including scoring values for each criterion, in advance of viewing any proposal, and score each proposal using only said criteria;
    - d. not know the costs of a proposal until they have submitted their report on all other criteria, unless the board chair signs a public written statement waiving this requirement with an explanation about why this requirement was waived; and
    - e. Meet all other applicable requirements under UCA 63G--6a--707.
  4. Make all purchases in the best interests of the school and its funding sources.
  5. Obtain quality supplies/services needed for delivery at the time and place required.
  6. Buy from responsible and dependable sources of supply.
  7. Obtain maximum value for all expenditures.
  8. Select the proposal that provides the greatest overall value and that is from a responsive and responsible bidder, unless that bidder is disqualified or otherwise ineligible, or if the Board Chair provides a written statement that describes the advantages to the school from accepting the proposal of the bidder other than the greatest--overall--value bidder, as described in UCA 63G--6a--708.
  9. Prepare a cost/benefit analysis of the selected proposal explaining the reasons it was selected that is kept with the winning proposal and other proposals.
- G. All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Trustees and signed by the Board Chair. The agreement will identify all the terms and conditions of the lease.
- H. Bank and credit card statements shall be reviewed and accounts reconciled in a timely manner. Activity accounts should be reviewed quarterly by the custodian of the activity.

### **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 Treasurer or designee. Sound business practices shall be used and documented in all cases.

### **Sales Tax**

Canyon Grove Academy is exempt from sales tax as both a governmental entity and as a charitable or religious organization. The school administration shall keep and monitor the use of the school's tax

exempt status and forms. Only school employees or volunteers may use the school's tax exempt number and only for legitimate school purchases.

The school administration shall follow vendor policies regarding sales tax exemption.

If sales tax is paid by school employees or volunteers at the point of sale, the school shall seek reimbursement of sales tax consistent with applicable rules.

### Prohibited Activities

- A. 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.
- B. Administration or any agent of the school may not accept hospitality gifts, gratuities, kickbacks, or any other unlawful consideration under 63G--6a--2304.5
  - a. "Hospitality gift" means a promotional or hospitality item, including, a pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer. This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging (Utah Code 63G--6a--2304.5). The total value of all hospitality gifts given, offered, or promised to, or received or accepted by the a school agent in relation to a particular procurement or contract must be less than \$10; the total value of all hospitality gifts given, offered or promised to, or received or accepted from any one person, vendor, bidder, responder, or contractor in a fiscal year must be less than \$50.
  - b. "Gratuity" means anything of value, including money, a loan at an interest rate below the market value or with terms that are more advantageous to the person receiving the loan than terms offered generally on the market, an award, employment, admission to an event, a meal, lodging, travel, or entertainment for which a charge is normally made.
  - c. "Kickback" means a gratuity given in exchange for favorable treatment in a pending procurement or the administration of a contract.

## Payroll [R277-113](#)

Relevant Codes and Rules:

Date Adopted/Effective:

Date Last Reviewed/Revised:

### Payroll Policies

- A. Employee's time is properly approved by both the individual and the supervisor and reported to the Business Office or designated representative.
- B. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.
- C. Any changes to the pay rates or benefits are properly authorized.
- D. All payroll taxes and benefits are properly calculated and any deposits made in a timely manner.
- E. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.



- F. Employees paid with restricted program funds will have proper documentation according to the rules of applicable programs.

Travel & Travel Expense	
Relevant Codes and Rules:	
Date Adopted/Effective:	Date Last Reviewed/Revised:

Travel is an important enabler for school operations and to further the School Purpose. Travel has expenses, many of which can be minimized or mitigated with planning. Travel should be used only in very limited situations and only when necessary.

It is expected that employees will exercise good judgment while traveling, as they represent the school. All school policies must be followed while traveling.

1. All Travel must be for a defined and documented business purpose.
1. All Travel must be approved in writing by the School Director and Board Chair or CFO, prior to travel. This approval must explicitly outline the purpose of the travel, who will be traveling, the dates for travel and the approved budgeted amounts. This approval must be included in the request for reimbursement.
1. Only employees of the school are eligible for Travel reimbursement and only for Travel that occurred during their employment.
1. Travel Expenditures may not exceed the approved budgeted amount, or they will not be reimbursed. Travel Expenditures are the responsibility of the traveling employee. Fees and finance charges related to Travel Expenditures may not be reimbursed.
1. Travel Expenditures include:
  - a. Airline tickets. Tickets must be for the lowest available fare, for the lowest class, and purchased at least three (3) weeks prior to travel.
  - a. Car rental, Uber or Lyft to and from lodging, meals and the event.
  - a. Gas for car rental.
  - a. Hotel lodging. Lodging must be for the lowest reasonable rates available and booked at least three (3) weeks prior to travel. In rare situations, changes to itinerary may be necessary, and must be approved by the School Director or Board Chair and must be for an unavoidable situation, such as airline cancellation or medical emergency and not be at the discretion of the traveling employee.
  - a. A meal per diem of no more than \$50 is allowed for reimbursement, including gratuity and tax. A guideline of \$10 for Breakfast, \$15 for Lunch and \$25 for Dinner. When possible, less should be spent. Alcohol may not be reimbursed. Meal gratuities may be reimbursed, within the per diem, for no more than 20% of the cost of the meal. Meal costs may only be for the employee and may not be applied to guests.
  - a. Mileage to and from the airport, or to and from the event, at a rate of \$0.38 per mile.
  - a. Parking at the airport or the event for the employee's vehicle or rental car. Parking at

meals or other events is not reimbursable. Airport parking must be at long term parking.

- a. Admission or tuition costs for employee training events.
- a. Entertainment expenses, laundry charges, room incidentals and any expenses not explicitly outlined in this policy are not reimbursable.
- 1. Employees are eligible for their standard pay rates or salary while traveling.
- 1. If a trip has been ticketed and then cancelled, it is the responsibility of the traveling employee to cancel prior to the departure date. This will ensure that electronic tickets can be refunded if there is any value, or documented and used toward future travel if the ticket is non-refundable.
- 1. Itemized receipts are required for all expenditures while traveling.
- 1. Travel must be scheduled as to not interfere with school operations or the Traveling Employee's responsibilities.

Non compliance with this policy may result in delayed/non-reimbursement and / or disciplinary action up to and including termination of employment.

<b>Consultants &amp; Contractors</b> <a href="#">R277-113</a>	
Relevant Codes and Rules:	
Date Adopted/Effective:	Date Last Reviewed/Revised:

### Consultant Utilization

The utilization of all consultants and contract personnel are sufficiently evidenced by:

- A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement (if applicable), contractor's compensation and Canyon Grove Academy's rights to educational curricula and intellectual property developed.

### Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Fair Labor Standards Act and Utah law. In particular, consultants will:

- A. Be free from the employer's control and direction in performing the service, both under a contract and in fact.
- B. Provide a service that is outside the school's usual course of business or provide a service on a temporary basis.
- C. Must be engaged in an independent trade, occupation, profession, or business of the same type.
- D. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.

- E. Use his or her own stationery or time sheet in billing for services.

## PERSONNEL POLICIES

<b>Nepotism</b>	Type: Required
Relevant Codes and Rules:	
Date Adopted/Effective: 11/11/15	Date Last Reviewed/Revised: 11/11/15

### Policy Statement

It is the position of the school that all board members, employees and other agents of the school should enjoy the same treatment during their tenure and that the Board and employees are to comply with all laws, IRS guidelines and the school's charter and bylaws. As such the school has this policy to prevent unfairness in the employment relationship between relatives, members of the same household or related parties, violation of the law, or invalidation of board action.

An employee or board member may not be directly involved in making decisions related to the recruitment, hiring or the terms and conditions of employment of a person who is a member of the employee's immediate family, with whom he or she shares a household, or with whom he or she has a personal relationship.

### Reason for Policy/Purpose

The school is committed to the highest standards of conduct and must avoid conflicts of interest, situations that might be perceived of as conflicts of interest, or situations that might impair objective judgment or be perceived as biased.

Through diversity comes strength and a strong board is made from individuals with qualifications and commitment levels to be successful. Diverse skill sets may come from related parties, but care should be taken to ensure a diversity of board members.

All actions must comply with the law, IRS guidelines and the school's charter and bylaws. In cases where a board motion or vote is present, the school's bylaws will be followed to ensure a quorum is properly formed and voting is properly recorded.

Responsible Board Member: Chair, James Ure james@canyongrove.com

Responsible School Leader: Director, Kim Goates kim.goates@canyongrove.com

### Who is the Intended Audience of This Policy?

Faculty, staff, board members and any relationship between these groups.

### Policy/Procedures

The employment of members of the same immediate family, of those who share a household, or of those with other types of personal relationships may create conflicts of interest or the perception of conflicts of interest. The school will use sound judgment in the placement of such employees in

accordance with the following guidelines:

- Members of the same immediate family, same household, or those involved in a personal relationship (related parties) should make this known to their immediate supervisor and the School Director upon becoming employed or becoming related.
- Members of the same immediate family, same household, or those involved in a personal relationship (related parties) are permitted to work in the same department, provided that no direct reporting or supervisor-to-subordinate relationship exists. That is, no individual should have decision-making authority or significant influence over the hiring, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a related party.
- Individuals who become a related party to an employee while already employed at the school should promptly report that fact to each employee's supervisor, and both employees will be treated in accordance with this policy. If in the opinion of the school, the workplace organization implicates this policy, one of the employees may be transferred at the earliest practicable time, or other arrangements satisfactory to the School Director responsible for that organization.

Any exceptions to this policy must be approved by the Board of Trustees.

### Definitions

Immediate Family:

- Includes mother, father, children, sister, brother, spouse, any step- relation, domestic partner, grandparents, uncles, aunts, and cousins, and in-laws of the same relation as any of the foregoing.

Household:

- Includes anyone with whom the employee shares a house, apartment, or other living arrangement.

Personal Relationship:

- Includes a romantic/intimate relationship or other relationship in which there is a strong bond between the individuals.

<b>Secure Password</b>	Type: Required
Relevant Codes and Rules:	
Date Adopted/Effective: 10/29/15	Date Last Reviewed/Revised: 10/29/15

Compromised passwords can lead to unauthorized access to confidential info, identity theft or other serious problems. Keeping passwords safe is the responsibility of each of us.

Passwords are a first line of protection against any unauthorized access into your personal computer, your email or online accounts.

Hypothetical examples of what the policy helps to avoid:

- A teacher uses their date of birth as a password. Since their date of birth is information that can be found online, someone could use it to access the teacher's Compass account and gain access to student records. This would be a serious violation of FERPA and could result in disclosing sensitive information publicly.

- A front office helper isn't careful about hiding her password when she logs into her computer. A student sees her enter her password and when she's not looking, uses it to log in to her computer to access unsafe content, resulting in a virus being downloaded to her computer.
- A staff member uses a weak password for their email. Hackers use software to crack the password and gain access to their email account. They use it to send SPAM emails to millions of people. As a result, the school's is classified as a source of SPAM, and all emails from the school will be blocked (and parents won't receive them) because the email providers think everything coming from the school's domain is SPAM.

#### **Guidelines:**

The stronger the password, the higher level of protection your computer has from malicious software and hackers.

A strong password isn't just about one password, it's important that you guarantee strong passwords for each account that you access through your computer. When you are utilizing a corporate network, the network administrator may encourage you to use a strong password.

To be able to create a strong password, you should be aware of the criteria to create make one. These criteria basically include the following:

- A strong password must be at least 8 characters long. Longer is better.
- It should not contain any of your personal information—specifically your real name, user name, or even your school name or names of others you know (e.g., your dog)
- It must be unique from your previously used passwords.
- It should not contain any word spelled completely.
- It should contain characters from the four primary categories, including: uppercase letters, lowercase letters, numbers, and characters. Eg. Blu3Sky!, Sn0wb@ll, R0ckst@r!

Please remember do not use "password" or any variation eg, Password123, P@ssw0rd. Commonly used passwords and variants are the first thing someone could use to try to gain access to your accounts, computer, email or even your identity.

<b>Observation and Support for Non-contracted Individuals</b>	Type: Required
Relevant Codes and Rules:	
Date Adopted/Effective: 9/27/2018	Date Last Reviewed/Revised: 9/27/2018

#### **Policy**

Canyon Grove Academy's Administration has created this policy in order to provide guidelines and rules related to observation and support on campus or during school hours by non-contracted individuals. In establishing this policy, CGA follows the Elementary and Secondary Education Act (ESEA), currently reauthorized as the Every Student Succeeds Act

(ESSA) that guarantees to the parents of a student reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities (sec. 1116).

### **Guidelines**

Under this policy, CGA allows parents and guardians the following:

- Meaningful communication between teachers and parents on an ongoing basis;
- Parent-teacher conferences, at least annually, during which an individual's child's achievement is discussed;
- Other regular reports to parents on their children's progress;
- Reasonable access to staff;
- Opportunities for the parents of a student to volunteer and participate after completing the required Volunteer Packet and via scheduling and sign-ups; and,
- Observations of classroom activities for parents of a student via scheduling with the student's teacher or with a designated representative at CGA..

### **Limitations**

Under this policy, CGA does not allow the following individuals or groups to observe, support, or provide services during school hours or on campus:

- Individuals who are not employed at CGA with the exception of parents or legal guardians of current CGA students.
- Third-party contractors with an existing MOU with CGA to visit, observe, or have access to information and students other than to complete their contracted service at the school;
- Third-party contractors without an existing MOU with CGA to visit, observe, or have access to information and students, even when a parent of a student requests or gives permission for such access or observation;
- Non-contracted individuals to visit, observe, or have access to information and students, even when a parent of a student requests or gives permission for such access or observation.

### **Allowances**

Under this policy, CGA's Administration may grant permission to the following individuals or groups to observe, support, provide services, or volunteer during school hours or on campus:

- Teachers, staff, or candidates working on certifications and licensure who work with CGA through a college, university, or other educational institution to make formal arrangements for student teaching, mentoring, or similar observation and support;
- Board members who are responsible for governance, oversight, and fidelity at CGA;

- Individuals or groups affiliated with reputable, accredited institutions of higher education or similar institutions in the interest of educational research;

**Considerations**

At the request of parents or guardians, and in the interest of individual student growth, CGA's Administration is willing to consider an adjusted school schedule to meet a student's demonstrated needs.

**Visitors**

CGA's Administration allows visitors with legitimate purposes at the school, those on a tour of the school through a scheduled School Tour, Open House, or other event, or those providing maintenance or repair, inspections, etc. All visitors to the school must follow visitor protocols and be accompanied by a CGA employee.