



**Ascent Academies of Utah
Administrative Procedures Manual**

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Activity Request Procedures

Ascent Academies of Utah strives to create a community of learners, which includes not only the student, but also the entire family. Activities at AAU should help promote AAU's mission, encourage family participation, recognize the contributions that students, staff, and parents make to the organization, enhance community relations, and extend learning beyond the classroom.

Following these procedures is required for any AAU activity that extends beyond the classroom or outside of those activities provided as part of the regular curriculum. These procedures do not apply to class field trips. Activities may be organized by one of the Ascent Mountaineer Parent (AMP) committees or an AAU employee. Examples of activities include: fundraising efforts, classroom guest speakers, class parties, movies in the classroom, junior high stumps, family movie nights, after-school clubs, parent orientation evenings, teacher, staff and volunteer appreciation, and Red Ribbon week. The Campus Director must approve all activities.

Activity Request Form – A completed AAU Activity Request Form must be presented to the Campus Director at least one week prior to the beginning of the activity.

An activity may not commence unless approved by the Campus Director. The Campus Director may request additional information about the proposed activity and may impose requirements or conditions on the activity that he or she believes are in the best interest of the school and its students. The Campus Director must ensure that adequate supervision, based on the age of students and the nature of the activity, is provided for all proposed activities.

Activities that pose an unreasonable risk to safety, as determined by the Campus Director, may not be approved. The Lead Director may deny approval of any activity that he or she determines poses an unreasonable risk to safety.

Reimbursement – Reimbursement for activity or event related expenses incurred by an individual must be pre-approved by the Campus Director using the AAU Purchase Requisition Form. To claim reimbursement for the expenses you must complete the AAU Reimbursement for Expenses Form and original purchase receipts and submit the reimbursement request to the Campus Director for approval. Please allow four weeks for the processing of a reimbursement request.

Agreements – The Campus Director may execute agreements required in connection with approved activities.

Administration of Medication Procedures

These procedures are established in accordance with the Administration of Medication Policy adopted by the School's Board of Directors.

Administration of Medication by School Personnel

In order to ensure safe administration of medication to students, the procedures outlined here must be followed.

(1) The Principal will designate a reasonable number of School employees who will be responsible for administering medication to students in the School.

(2) The Principal will arrange for the Principal and all designated School employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contraindications, and side effects.

(3) The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form as necessary.

(4) The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.

(5) A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.

(6) Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.

(7) The Student Medication Form and Student Medication Log will be retained in the student's records.

(8) Teachers of the student receiving medication during school hours will be notified.

(9) Medication (other than that carried by a student) must be delivered to the School by the student's parent or guardian or designated adult.

(10) Medication should be delivered to the School in a container properly labeled by a pharmacy, manufacturer or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.

(11) Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:

a. medications that require refrigeration must be stored appropriately;

b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area so that they are available when needed.

(12) Authorization for administration of medication by School personnel may be withdrawn by the School at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The Principal may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication if:

(1) The student's parent or guardian signs a statement:

a. Authorizing the student to self-administer the medication; and

b. Acknowledging that the student is responsible for, and capable of, self-administering the medication; and

(2) The student's health care provider provides a written statement

a. That it is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and

- b. Containing the name of the medication prescribed for the student's use.

Application of Sunscreen

Students may possess and self-apply sunscreen without a parent or physician's authorization.

If a student is unable to self-apply sunscreen, a school employee may apply the sunscreen on the student if the student's parent or legal guardian has provided written consent.

Administrative Procedures

Equipment and other Capital Assets Acquired with Federal Funds

Ascent Academies of Utah (the “School”) will purchase, use, manage, and dispose of equipment and other capital assets acquired in whole or in part with federal funds in accordance with applicable federal law, including 2 CFR 200.439 and 2 CFR 200.313(c)-(e).

Definitions

The definitions in 2 CFR 200.1 apply to this administrative procedure, including but not limited to the following:

“Capital assets” means:

- a. Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - i. Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
 - ii. Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
- b. For purpose of this procedure, capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract. See also § 200.465.

“Capital expenditures” means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

“Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the School for financial statement purposes, or \$5,000.

“General purpose equipment” means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

“Special purpose equipment” means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.

Equipment

Management Requirements

With respect to managing equipment acquired in whole or in part with federal funds, the School will:

- a. Maintain property records that include:
 - i. A description of the equipment;
 - ii. A serial number or other identification number for the equipment;
 - iii. The source of funding for the equipment;
 - iv. Who holds title to the equipment;
 - v. The date the equipment was acquired by the School;
 - vi. The cost of the equipment;
 - vii. The percentage of participation in the project costs for the federal award under which the equipment was acquired;
 - viii. The location of the equipment;
 - ix. The use and condition of the equipment; and
 - x. Any ultimate disposition data with respect to the equipment, including the date of disposal and sale price of the equipment.
- b. Take physical inventory of the equipment and update/reconcile the property records accordingly at least once every two years.
- c. Develop and implement a control system that will provide adequate safeguards to prevent loss, damage, or theft of the equipment.
- d. Investigate any loss or damage to or theft of the equipment.
- e. Regularly maintain and/or service the equipment to help ensure the equipment remains in good condition.
- f. If authorized or required to sell the equipment, engage in a sales process that will help ensure the School receives the highest possible return on the sale of the equipment.

Use and Disposition Requirements

Regarding the use and disposition of equipment acquired with federal funds, the School will follow the requirements in 2 CFR 200.313(c) and (e).

Purchasing Requirements

The School shall follow the procedure below in order to purchase equipment with federal funds.

Capital Expenditures

The School shall comply with federal law in connection with purchasing equipment and other capital assets with federal funds, including but not limited to 2 CFR 200.439. Below are some of the purchasing rules the School shall follow:

- a. The School shall not use federal funds to pay for improvements to land, buildings, or equipment which materially increase their value or useful life unless the School receives prior written approval of the federal awarding agency or the pass-through entity (the USBE) to do so (note: this applies to School construction, alteration, or repair projects);
 - a. And with respect to construction, alteration, or repair projects that cost in excess of \$2,000, the School shall not use federal funds to pay for such projects unless the School follows other applicable laws, including but not limited to the Davis-Bacon and Related Acts;
- b. The School shall not use federal funds to purchase general purpose equipment (note: this includes, for example, computers and other tech devices), buildings, or land unless the School receives prior written approval of the federal awarding agency or the pass-through entity (the USBE) to do so; and
- c. The School may use federal funds to purchase special purpose equipment; however, if any such item of equipment has a unit cost of \$5,000 or more, the School shall obtain prior written approval of the federal awarding agency or the pass-through entity (the USBE) in order to purchase those items with federal funds.

Arrest Reporting Procedures

These procedures are established in order to comply with the Arrest Reporting Policy adopted by the School's Board of Directors.

Required Reports

(a) Non-USBE-licensed employees of the School, (b) volunteers, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.)

Timeline for Reports

Current employees of the School must provide the required reports to the Lead Director and Campus Director within seven (7) days of receiving notification of this policy. Thereafter, employees of the School must submit required reports to the Lead Director and Campus Director within seven (7) days of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

Procedure for Review of Reports

The Lead Director and Campus Director will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The Lead Director and Campus Director will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Lead Director determines it is necessary to protect the safety of students.

Required Action

Any individual who reports a matter involving alleged sex offenses or other alleged offenses which may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

Training

The Lead Director will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.

Administrative Procedures Attendance Procedures

These procedures are established in accordance with the Attendance Policy established by the School's Board of Directors.

Definitions

"Absence" or **"absent"** means the failure of a school-age child assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.

"Chronic absenteeism" or **"chronically absent"** means a student misses 10% or more of days enrolled, for any reason, and makes a school aware that a beginning of tiered supports may be needed.

"Valid excuse" or **"excused absence"** means an absence resulting from:

- a) an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- b) mental or behavioral health of the school-age child;
- c) a death of a family member or close friend;
- d) a scheduled family event or a scheduled proactive visit to a health care provider in accordance with Section 53G-6-803(5);
- e) a family emergency;
- f) an approved School activity;
- g) a preapproved extended absence for a family activity or travel, consistent with School policy; or
- h) an absence permitted by an individualized education program or Section 504 accommodation plan.

The Principal has the discretion to consider other absences as "valid excuses."

"Valid excuse" or "excused absence" does not mean a parent acknowledgement of an absence for a reason other than those described above.

"Habitual truant" means a school-age child who: (1) is in grade 7 or above and at least 12 years old; (2) is subject to the requirements of Section 53G-6-202; and (3)(a) is truant at least 20 days during one school year; or (b) fails to cooperate with efforts on the part of School authorities to resolve the school-age child's attendance problem as required under Section 53G-6-206.

"School-age child" means a minor who is at least six years old but younger than 18 years old and who is not emancipated.

"School day" means the portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.

"Truant" means a condition by which a school-age child, without a valid excuse, is absent for at least half of the school day. A school-age child may not be considered truant under the School's Attendance Policy or these procedures more than one time during one day.

Attendance Requirements: Students are expected to have no more than five (5) unexcused absences per year.

Excused Absences: An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school.

In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

Excused absences may become unexcused if the Principal determines that absences have reached an excessive level and are adversely impacting the student's education.

Preapproved Extended Absence: A parent/guardian may request approval from the Principal prior to a student's extended absence of up to ten (10) days per school year. The Principal will approve the absence if the Principal determines that the extended absence will not adversely impact the student's education.

Medical Documentation: The School may not require documentation from a medical professional to substantiate a valid excuse that is a mental or physical illness.

Make-up Work: Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable timeframe as determined by the teacher.

Tardiness: A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration.

Notification of Absences and Tardies: In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents may be notified when their student reaches the 4th unexcused absence of the year or if their student is excessively tardy. If a student reaches five (5) or more unexcused absences, the Principal may attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

Notice of Compulsory Education Violation (For Students in Grades 1-6)

Consistent with Section 53G-6-202, the School may issue a "notice of compulsory education violation" to a parent/guardian of a school-age child who is in grades 1 through 6 if the student is truant at least five (5) times during the school year.

This notice shall:

1. Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal to secure regular attendance by the student;
2. Designate the School authorities with whom the parent is required to meet;
3. State that it is a class B misdemeanor for the student's parent/guardian to intentionally or without good cause fail to meet with the designated School authorities to discuss the student's attendance problems, or fail to prevent the student from being truant an additional five (5) or more times during the remainder of the school year; and
4. Be served on the parent/guardian by personal service or certified mail.

If School personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent/guardian has failed to make a good faith effort to ensure that the school-age child receives an appropriate education, the issuer of the compulsory education violation shall report to the Division of Child and Family Services the information required by Utah Code § 53G-6-202(8) (also in accordance with the School's Child Abuse and Neglect Reporting Policy).

Chronic Absenteeism Prevention and Intervention Program

The School's Chronic Absenteeism Prevention and Intervention Program is established to encourage good attendance, improve academic outcomes, and reduce negative behaviors. Through this program, the School hopes to create a trusting relationship between teachers, students, and parents.

The School's efforts to prevent chronic absenteeism include, but are not limited to:

- Serving students breakfast and lunch at the School each school day.
- Providing classroom and/or schoolwide rewards and/or incentives to students for good attendance.
- Notifying parents/guardians by phone each time a student is absent, and making such notification on the day of the absence.
- Contacting parents/guardians of students who reach four (4) and/or five (5) unexcused absences to try to resolve the students' attendance problems.
- Providing parents/guardians with notices of compulsory education violations or notices of truancy, as appropriate and as outlined herein.
- Making habitual truancy referrals, as appropriate and as outlined herein.
- Providing parents/guardians the School's attendance policies and procedures each year at the time of registration.

The School will seek to help students struggling with absenteeism (including chronically absent students) through implementing research or evidence-based absenteeism and dropout prevention interventions. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems through the following interventions:

- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent/guardian of the concern. The teacher will set up a conference with the student and/or the student's parent/guardian to identify and resolve any problems that prevent the student from attending school. The student's progress will be monitored.
- If meeting with the student and parent/guardian does not adequately address the problems and the student's learning continues to suffer, then the School counselor or Principal will work with the teacher and parent/guardian in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include, but are not limited to, the following: making adjustments to the curriculum or the schedule; counseling of the student by School authorities; mentoring the student; providing the student with increased academic support; teaching the student executive function skills such as planning, goal setting, understanding and following multi-step directions, and self-regulation; considering alternatives proposed by the parent/guardian; or providing the parent/guardian with a list of community resources to help the family.
- The Principal may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, the Principal will contact the parent/guardian and request a formal meeting to discuss and resolve the attendance problems. A copy of of the communication (letter, email, etc.) will be kept by the School.

- The Principal will notify the student and a parent/guardian of the actions the School may take should the student be truant in the future.

Notice of Truancy (For Students in Grade 7 or Above)

Consistent with Section 53G-6-203, the School may issue a notice of truancy to a school-age child who is in grade 7 or above, at least 12 years old, and is truant at least five (5) times during the school year.

A notice of truancy will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

A notice of truancy will:

1. Direct the school-age child who receives the notice of truancy, and the parent/guardian of the school-age child, to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal and Board to secure regular attendance by the student; and
2. Designate the School authorities with whom the school -age child and parent/guardian is required to meet.

A notice of truancy will be served on the parent/guardian by personal service or regular mail. The parent/guardian will have the right to appeal a notice of truancy in writing to the Principal within ten (10) days of being issued.

Referrals for Habitual Truancy (For Students in Grade 7 or Above)

In accordance with Utah Code § 53G-8-211, the School shall refer a student who is a habitual truant to an evidence-based alternative intervention described in Utah Code § 53G-8-211(3), including:

- a mobile crisis outreach team;
- a youth services center, as defined in Section 80-6-901;
- a certified youth court, as defined in Section 80-6-901, or comparable restorative justice program;
- an evidence-based intervention created and developed by the School or other governmental entities as set forth in Section 53G-8-211(a); or
- truancy mediation.

If the student who is a habitual truant refuses to participate in an evidence-based alternative intervention described above, the School shall refer the student for prevention and early intervention youth services, as described in Section 80-5-201, by the Division of Juvenile Justice and Youth Services.

The School may only refer a student who is a habitual truant to a law enforcement officer or agency or a court if:

- The student was previously alleged of being a habitual truant at least twice during the same school year; and
- The student was referred to an evidence-based alternative intervention, or for prevention and early intervention youth services, as described above for at least two of the previous habitual truanancies.

If the School refers a student who is a habitual truant to a law enforcement officer or agency or a court, the School shall appoint a School representative to continue to engage with the student and the student's family through the court process. The School shall include the following in its referral to a law enforcement officer or agency or a court:

- Attendance records for the student;
- A report of evidence-based alternative interventions used by the School before the referral, including outcomes;
- The name and contact information of the School representative assigned to actively participate in the court process with the student and the student's family;
- If the student was referred to prevention or early intervention youth services, a report from the Division of Juvenile Justice and Youth Services that demonstrates the student's failure to complete or participate in prevention and early intervention youth services; and
- Any other information that the School considers relevant.

Appeals Process

Parents/guardians who believe that all or part of their student's absences and/or tardies should be considered excused, or if they want to contest a notice of truancy, notice of compulsory education, habitual truancy referral, or any disciplinary action taken against their student pursuant to the School's Attendance Policy or these procedures, shall follow the School's Parent Grievance Policy.

Students with Qualified Disabilities

If students with disabilities under the Individuals with Disabilities Education Act, or students protected under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, have excessive absences, including but not limited to absences for mental or behavioral health reasons, and fall within the criteria of these procedures, the School will ensure that these procedures are applied in a manner consistent with all applicable state and federal laws and regulations. Excused absences for known mental or behavioral health reasons do not absolve the School of FAPE responsibilities.

Annual Report

The School shall annually report the following data separately to the State Board of Education:

1. absences with a valid excuse; and
2. absences without a valid excuse.

Background Check Procedures

These procedures are established pursuant to the Background Check Policy established by the School's Board of Directors.

Individuals Subject to Background Checks

The School requires a criminal background check on each new employee who is licensed by the Utah State Board of Education ("USBE") as required in connection with USBE's licensure requirements.

Additionally, the School requires a criminal background check on each new non-USBE-licensed employee and each volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment.

Conducting the Background Check

The background check will include, but not be limited to, a fingerprint check conducted by the Utah Bureau of Criminal Identification.

Payment for Background Check

The School shall reimburse the cost of the background check for employees who submit a Reimbursement Request form and original receipt after six months of successful employment.

Confidentiality

Information about background check results is confidential and may only be disclosed as provided in applicable law.

Breastfeeding Procedures

Ascent Academies of Utah supports its employees who need to breastfeed or express milk for their child during normal work hours. The School will follow Utah Code Ann. § 34-49-101 *et seq.* with respect to nursing mothers in the workplace. All School employees who are nursing mothers will be provided the following accommodations unless doing so would create an undue hardship for the School:

- For at least one year after the birth of the employee's child, reasonable breaks each time the employee needs to breastfeed or express milk. If possible, such breaks will run concurrent with any other break period otherwise provided to the employee.
- A private room or other location in close proximity to the employee's work area in which to breastfeed or express milk. The room or location will not be a bathroom or toilet stall, but will be a room or location that is clean, sanitary, and available during the employee's designated breaks, and that has an electrical outlet.
- Access to a clean and well-maintained refrigerator or freezer for the temporary storage of the employee's breast milk.

Employees who are nursing mothers should contact the School's Director/Principal. The Director/Principal will consult with the employee to determine the employee's break times. The Director/Principal will also explain to the employee specifics about how the School will comply with the accommodation requirements described above.

Building Use Fee Schedule

Building Use Fee Schedule		
FACILITY	Commercial	Charitable/Nonprofit
Parking lot	\$40/day	\$10/day
Cafeteria	\$125/hr	\$50/hr
Multipurpose room	\$125/hr	\$50/hr
Kitchen (When using the kitchen facility, it is mandatory to have at least one staff member present, for which there is an additional personnel charge.)	\$125/hr	\$50/hr
Classroom (each) – first room	\$50/hr	\$25/hr
Classroom (each) – each additional room after first	\$25/hr	\$15/hr
PERSONNEL	Commercial	Charitable/Nonprofit
Building Supervisor	\$35/hr	\$35/hr
Additional Staff	\$20/hr	\$20/hr
Kitchen Staff	\$30/hr	\$30/hr
EQUIPMENT	Commercial	Charitable/Nonprofit
This fee is set on a case-by-case basis. Fees are set by Campus Principal or designee. Fee shall be documented in Building Use Agreement	TBD	TBD

Child Abuse and Neglect Reporting Procedures

These procedures are established pursuant to the Child Abuse and Neglect Reporting Policy adopted by the Board of Directors.

1. If a School employee **has reason to believe** that a child may have been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, the employee shall immediately make an oral report to the nearest peace officer, law enforcement agency or Division of Child Family Service (“DCFS”) and to their Campus Director. Notifying the Campus Director does not satisfy the employee’s personal duty to report to law enforcement or DCFS.

a. The oral report to law enforcement or DCFS may be made with the Campus Director present, but must be made by the person making the report.

b. The reporting employee must record the name of the individual and the agency contacted to make the required report.

c. The reporting employee must complete and provide a copy of the Child Abuse and Neglect Reporting Form to the Campus Director within twenty four (24) hours. The Campus Director will keep the form in a separate file, and it shall not be placed in the student’s permanent file. The form should also be sent to the agency to which the oral report was given.

d. The Campus Director will preserve the anonymity of the person making the report and any others involved in any investigation.

2. To determine whether or not there is **reason to believe** that abuse or neglect has occurred, school employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.

a. Investigations by staff prior to submitting a report shall not go beyond what is minimally necessary to support a reasonable belief that a reportable problem exists.

b. It is not the responsibility of the Campus Director or any other school employees to prove who the abuser is or that the child has been abused or neglected, or to determine whether the child is in need of protection.

c. School employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

d. School employees shall not conduct interviews with the child or contact the suspected abuser.

e. Notes of voluntary or spontaneous statements by the child shall be given to the investigational agency.

3. Investigations of reports of abuse for children seventeen (17) years of age and younger are the responsibility of DCFS.

a. School employees shall not contact the child's parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

b. School personnel shall cooperate with DCFS and share all information with the division that is relevant to the division's investigation of an allegation of abuse or neglect. Additionally, School employees shall cooperate with DCFS and law enforcement employees authorized to investigate reports of alleged child abuse and neglect, including:

- i. allowing appropriate access to students;
- ii. allowing authorized agency employees to interview children consistent with DCFS and local law enforcement protocols;
- iii. making no contact with the parents or legal guardians of children being questioned by DCFS or law enforcement authorities; and
- iv. maintaining appropriate confidentiality.

c. If school officials are contacted by parents about child abuse reports, school personnel shall not confirm or deny that a contact or investigation is taking place. A school employee should refer the caller to law enforcement or DCFS.

4. If the suspected perpetrator of child abuse or neglect is a School employee, the Lead Director shall immediately report the allegation to the Utah State Board of Education. Steps shall be taken to assure that further abuse or neglect is prevented by the suspected perpetrator.

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

6. The Lead Director shall annually (a) provide each School employee with the written Child Abuse and Neglect Reporting Policy, including a copy of the Child Abuse and Neglect Reporting Form and (b) notify each School employee of the mandatory reporting requirements of this Policy and Procedure and Utah Code Sections 53E-6-701 and 62A-4a-403. Newly hired staff will be provided with the same training and/or written policy at the beginning of their employment. The training and/or distribution of materials will be documented.

7. The Lead Director will provide School personnel every other year with training and instruction on child sexual abuse and human trafficking prevention and awareness,

including (a) responding to a disclosure of child sexual abuse in a supportive, appropriate, manner; (b) identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation; and (c) the mandatory reporting requirements of this Policy, Utah Code 53E-6-701 and 62A-4a-403. Newly hired staff will be provided with the same training and the written policy at the beginning of their employment.

8. The Principal will provide the parents or guardians of elementary school students with training and instruction every other year on child sexual abuse and human trafficking prevention and awareness, including (a) recognizing warning signs of a child who is being sexually abused or who is a victim or may be at risk of becoming a victim of human trafficking or commercial sexual exploitation and (b) effective, age-appropriate methods for discussing the topic of child sexual exploitation.

9. The training and distribution of materials will be documented.

10. Educational neglect means that, after receiving a notice of compulsory education violation under Utah Code Section 53G-6-202, the parent or guardian fails to make a good faith effort to ensure that the child receives an appropriate education.

a. When School personnel have reason to believe that a child may be subject to educational neglect, school personnel shall submit the report described in Utah Code Subsection 53G-6-202(8) to DCFS.

b. When School personnel have a reason to believe that a child is subject to both educational neglect and another form of neglect or abuse, School personnel may not wait to report the other form of neglect or abuse pending preparation of a report regarding educational neglect.

Concussion and Head Injury Procedures

These procedures are established pursuant to the Concussion and Head Injury Policy established by the School's Board of Directors.

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

The School will ensure that each agent of the School is familiar with, and has a copy of, the Concussion and Head Injury Policy and these Procedures. Before permitting a child to participate in a sporting event of the School, the School will:

- (a) provide a written copy of the Concussion and Head Injury Policy and these Procedures to a parent or legal guardian of a child; and
- (b) obtain the signature of a parent or legal guardian of the child, acknowledging that the parent or legal guardian has read, understands, and agrees to abide by, the Concussion and Head Injury Policy and these Procedures.

The following definitions apply to these Procedures:

- (1) "Agent" means a coach, teacher, employee, representative, or volunteer.
- (2) "Qualified health care provider" means a health care provider who:
 - (a) is licensed under Title 58, Occupations and Professions; and
 - (b) may evaluate and manage a concussion within the health care provider's scope of practice.
- (3) "Sporting event" means any of the following athletic activities that is organized, operated, managed, or sponsored by the School:
 - (a) a game;
 - (b) a practice;
 - (c) a sports camp;
 - (d) a physical education class;
 - (e) a competition; or
 - (f) a tryout.
- (4) "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:
 - (a) transient confusion, disorientation, or impaired consciousness;
 - (b) dysfunction of memory;
 - (c) loss of consciousness; or
 - (d) signs of other neurological or neuropsychological dysfunction, including:
 - (i) seizures;
 - (ii) irritability;
 - (iii) lethargy;
 - (iv) vomiting;
 - (v) headache;

- (vi) dizziness; or
- (vii) fatigue.

The following signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable 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

The School will (a) immediately remove a child from participating in a sporting event of the School if the child exhibits signs, symptoms, or behaviors consistent with a concussion or is otherwise suspected of sustaining a concussion or a traumatic head injury; and (b) prohibit the child from participating in a sporting event of the School until the child:

(i) is evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion; and

(ii) provides the School with a written statement from the qualified health care provider described in Subsection (1)(b)(i) stating that:

(A) the qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion; and

(B) the child is cleared to resume participation in the sporting event of the School.

The school will follow any return-to-play guidelines established by the student's qualified health care provider.

Emergency Procedures

The following situations constitute a medical emergency and require notification of emergency medical personnel:

- (1) 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.
- (2) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), should be transported immediately to the nearest emergency department via emergency vehicle.
- (3) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
 - a. Deterioration of neurological function
 - b. Decreasing level of consciousness
 - c. Decrease or irregularity in respirations
 - d. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - e. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - f. Seizure activity

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

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games

Recognize concussion

1. All agents of the school should become familiar with the signs and symptoms of concussion that are described above.
2. 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.

Refer the athlete/student for medical evaluation

1. The school's agent is responsible for notifying the student's parent(s) of the injury.
 - a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.
 - b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to a doctor):
 - a. The school's agent should ensure 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's 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. An school's agent should accompany the student and remain with the student until a parent arrives.
 - c. The school's agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Data Governance Plan

1. PURPOSE

Ascent Academies of Utah (the “School”) takes seriously its moral and legal responsibility to protect student data privacy and ensure student data security. The School is required by Utah’s Student Data Protection Act and the School’s Student Data Privacy and Security Policy to establish a Data Governance Plan. This administrative Data Governance Plan encompasses the full life cycle of the School’s student data, from acquisition, to use, to disposal.

2. SCOPE AND APPLICABILITY

This Plan is applicable to all employees, volunteers, and third-party contractors of the School. The School will use this Plan, along with all policies and procedures of the School concerning student data privacy and security, to manage and address student data issues, assess agreements that permit disclosure of student data to third parties, assess the risk of conducting business with such third parties, and help ensure that the School makes only authorized disclosures of personally identifiable student data to third parties.

This Plan contains the School’s data governance procedures and processes related to the following:

1. Roles and Responsibilities;
2. Data Collection;
3. Data Use;
4. Data Storage;
5. Data Sharing;
6. Record Retention and Expungement;
7. Data Breach;
8. Data Transparency;
9. Data Privacy and Security Auditing; and
10. Data Privacy and Security Training.

This Plan refers to and works in conjunction with the School’s Student Data Privacy and Security Policy, Family Educational Rights and Privacy Policy and Administrative Procedures (“FERPA Policy” and “FERPA Administrative Procedures”), Metadata Dictionary, and Student Data Disclosure Statement.

In addition, this Plan works in conjunction with the School’s Information Technology Security Policy and accompanying Information Technology Systems Security Plan. The Information Technology Systems Security Plan contains procedures and processes related to the following:

1. System Administration;

2. Network Security;
3. Application Security;
4. Endpoint, Server, and Device Security;
5. Identity, Authentication, and Access Management;
6. Data Protection and Cryptography;
7. Monitoring, Vulnerability, and Patch Management;
8. High Availability, Disaster Recovery, and Physical Protection;
9. Incident Responses;
10. Acquisition and Asset Management; and
11. Policy, Audit, and E-Discovery Training.

3. ROLES AND RESPONSIBILITIES

All student data utilized by the School is protected pursuant to the federal Family Educational Rights and Privacy Act (“FERPA”), the Utah Family Educational Rights and Privacy Act (“Utah FERPA”), and the Utah Student Data Protection Act. The School designates managers to fulfill certain responsibilities regarding student data privacy and security. The School also imposes responsibilities on School employees and volunteers. The roles and responsibilities listed below outline some of the ways School managers, employees, volunteers, and third-party contractors are to utilize and protect personally identifiable student data.

3.1 Student Data Manager

The School’s Lead Director serves as the School’s Student Data Manager and is responsible for student data privacy and security, including the following:

1. Acting as the primary local point of contact for the state student data officer described in Utah Code Ann. § 53A-1-1403;
2. Authorizing and managing the sharing, outside of the School, of personally identifiable student data from a cumulative record for the School, including
 - a. Ensuring that no personally identifiable student data is shared outside of the School without a data authorization unless such sharing is:
 - i. To the student or student’s parent or guardian; or
 - ii. To other outside parties only as authorized by FERPA, Utah FERPA, and the Student Data Protection Act, including Utah Code Ann. § 53A-1-1409.
 - b. Ensuring that no personally identifiable student data is shared outside of the School for the purpose of external research or evaluation, unless required to do so by law.
3. Ensuring that all aggregate data shared outside of the School without a data authorization is shared in accordance with Utah Code Ann. § 53-1-1409(8)-(9) and the School’s review process set forth in Section 7 of this Plan;

4. Creating and maintaining a list of all School employees who have access to personally identifiable student data and provide the list to the School's Board of Directors, in accordance with Utah Code Ann. § 53A-13-303;
5. Ensuring all School employees and volunteers who are authorized by the School to have access to education records (1) receive annual student data privacy training and (2) sign a statement certifying that they have completed the training and understand student data privacy requirements. Document names of all those who are trained, as well as the training dates, times, locations, and agendas.
6. Ensuring that the School's student data disclosure statement is created, annually updated, published, and distributed to parents and students as required by law.
7. Ensuring that the School's metadata dictionary is created, maintained, published, and provided to the Utah State Board of Education ("USBE") as required by law; and
8. Ensuring that this Plan is maintained, published, and provided to the USBE as required by law.

3.2 IT Security Manager

The School's contracted IT provider will function as the School's IT Security Manager. The IT Security Manager's responsibilities include the following:

1. Overseeing IT security at the School;
2. Helping the School to comply with IT security laws applicable to the School;
3. Providing training and support to School employees on IT security matters;
4. Investigating complaints of alleged violations of the School's IT security policies, procedures, or plans;
5. Investigating alleged security breaches of the School's IT systems; and
6. Reporting periodically to the School's Board of Directors on the security of the School's IT systems.

3.3 Employees and Volunteers with Access to Education Records

Employees and volunteers of the School who have access to education records have responsibilities with respect to student data privacy and security, including:

1. Participating in student data privacy training each year as required by the School;
2. Sign a statement each year certifying completion of student data privacy training and understanding of student data privacy requirements as required by the School (not required of volunteers);
3. NOT sharing personally identifiable student data outside of the School unless authorized to do so by law and the Student Data Manager;

4. Using password-protected School-authorized computers when accessing the School's data systems or viewing or downloading any student-level records;
5. NOT sharing or exchanging individual passwords for School-authorized computers or School data systems with anyone;
6. Logging out of any School data system or portal and closing the browser after each use or extended absence;
7. Storing personally identifiable student data on appropriate, secured locations. Unsecured access and flash drives, DVD, CD-ROM or other removable media, or personally owned computers or devices, are not deemed appropriate for storage of personally identifiable student data unless authorized by the Student Data Manager;
8. Keeping printed documents with personally identifiable student data in a locked, secured location and using School-approved document destruction methods when disposing of such records;
9. NOT sharing personally identifiable student data during public presentations;
10. Using secure methods when sharing or transmitting personally identifiable student data with authorized individuals. Secure electronic methods include, but are not limited to, telephone calls, ownCloud, Movelt (when sending data to the State), and encrypted email. Also, sharing within secured server folders is appropriate for School internal file transfer;
11. Taking steps to avoid disclosure of personally identifiable student data in authorized reports or materials available to the public, such as aggregating, data suppression, rounding, blurring, etc.;
12. Only accessing and using student data as authorized by the School to fulfil job or volunteer duties, and not for any other purpose;
13. Immediately reporting to the Student Data Manager any data breaches, suspected data breaches, or any other suspicious activity related to data access;
14. Consulting with the Student Data Manager regarding any questions about personally identifiable student data and related privacy laws, requirements, or concerns; and
15. Abiding by the requirements, processes, and procedures of this Plan.

3.4 Educators

In addition to abiding by the employee responsibilities listed above, educators at the School are also responsible for the following:

1. NOT sharing personally identifiable student data through educational apps (or any other apps used for classroom instruction) unless and until the app has been approved as required by the Student Data Manager; and
2. Completing the student data security and privacy training for educators developed by the State Superintendent when required for the educator's re-licensure pursuant to R277-487-13.

3.5 Third-Party Contractors

Third-party contractors who have access to or receive personally identifiable student data pursuant to a contract with the School shall only use the data for the purpose of providing the contracted product or service within the negotiated contract terms. Each third-party contractor is responsible for complying with the contract and entering into and complying with the Data Confidentiality Addendum approved by the School's Board of Directors.

3.6 Consequences for Non-Compliance

The responsibilities listed above are intended to minimize the risk of human error and the misuse of School students' personally identifiable student data. A person or entity's non-compliance with the roles and responsibilities listed above shall result in consequences for the person or entity up to and including removal of access to the School's network. If this access is required for employment or contracted services, employees and third-party contractors may be subject to dismissal.

4. DATA COLLECTION

The School collects student data for two main purposes: to comply with state or federal law and to improve students' educational experience. Student data enables the School to participate in state and federal education programs and to qualify for state and federal education funds. Student data also helps the School to better plan and personalize classroom instruction, increase student and teacher performance, and make informed decisions. The School collects student data primarily through parents or guardians completing a secure online registration packet, but it may also collect additional student data during the school year.

4.1 Data Elements Collected by the School

4.1.1 Necessary Student Data. The School collects student data defined as "necessary student data" in Utah Code Ann. § 53A-1-1402(17), including:

1. Name (first, middle, and last);
2. Date of birth;
3. Gender;
4. Parent contact information (including full name, relationship to student, home address, phone number(s), and email address);
5. Custodial parent information (including contact information, whether living with student, and existence of any legal documents regarding custody of student);
6. Contact information (including phone number and home/mailling address);
7. A student identification number;
8. Local, state, and national assessment results or an exception from taking a local, state, or national assessment;
9. Courses taken and completed, credits earned, and other transcript

- information;
10. Course grades and grade point average;
 11. Grade level and expected graduation date or graduation cohort;
 12. Degree, diploma, credential attainment, and other school exit information;
 13. Attendance and mobility;
 14. Drop-out data;
 15. Immunization record or an exception from an immunization record;
 16. Race;
 17. Ethnicity;
 18. Tribal affiliation;
 19. Remediation efforts;
 20. An exception from a vision screening required under Utah Code Ann. § 53A-11-203 or information collected from a vision screening required under Utah Code Ann. § 53A-11-203;
 21. Information related to the Utah Registry of Autism and Developmental Disabilities;
 22. Student injury information;
 23. A cumulative disciplinary record created and maintained as described in Utah Code Ann. § 53A-1-1407;
 24. Juvenile delinquency records;
 25. English language learner status (including whether child speaks a language other than English);
 26. Child find and special education evaluation data related to initiation of an IEP; and
 27. Information related to School's Fee Waiver Application, including household income verification, whether student receives SSI benefits, whether family receives TANF, and whether student is in foster care or in state custody.

4.1.2 Optional Student Data. The School collects the following student data defined as “optional student data” in Utah Code Ann. § 53A-1-1402(18):

1. Information that is not “necessary student data” described above but is related to a student’s IEP or required for a student to participate in a federal or other program;
2. A student’s preferred first, middle, and last name (but only if different than student’s legal names);
3. A student’s homelessness status;
4. Whether a student was born outside of the United States;
5. A student’s disciplinary history, including whether a student has ever been suspended or expelled from school and if the student has any disciplinary action pending from the student’s previous school of enrollment;
6. A student’s emergency contact information (including name, relationship to student, and phone number(s));
7. Information need for School to facilitate transfer of a student’s student records from previous school, including:
 - a. Whether student currently resides in Utah;

- b. District boundaries in which student lives;
 - c. School boundaries in which student lives;
 - d. Whether student has pre-registered with a school other than the school located in the school boundaries in which student lives;
 - e. Name and contact information (address and phone number) of the school in which the student has pre-registered;
8. Information requested in Household Application for Free and Reduced Price School Meals, including data related to household members, whether any household members participate in assistance programs (such as SNAP, TANF, or FDPIR), and household income; and
 9. Information related to fees owed to the School.

4.1.3 Personally Identifiable Student Data. The School collects student data defined as “personally identifiable student data” in Utah Code Ann. § 53A-1-1402(20), including:

1. A student’s first and last name;
2. The first and last name of a student’s family member (parent or guardian);
3. A student’s or a student’s family’s (parent or guardian’s) home or physical address;
4. A student’s email address or other online contact information;
5. A student’s telephone number;
6. A student’s health or disability data (health data collected includes vision and hearing impairment, medical conditions, medications taken during school hours, allergies, special dietary needs, and other); and
7. A student’s education entity student identification number.

4.2 Records Collected by the School

In addition to the records collected by the School as explained above, the School collects the following records as required or allowed by Utah law:

1. A copy of a student’s birth certificate;
2. A copy of a student’s immunization card from the state, other proof of immunizations, or an Immunization Exemption Waiver;
3. If applicable, a copy of a student’s IEP, IHCP, or Section 504 Plan;
4. Proof of a vision exam for students under 8 years of age entering school for the first time in Utah;
5. If applicable, copy of legal documents such as a divorce decree, custody order, restraining order, protective order, power of attorney, or guardianship letters or orders;
6. A copy of a transfer student’s record from the student’s previous school;
7. Fee Waiver Application, as applicable; and
8. Household Application for Free and Reduced Price School Meals, as applicable.

4.3 Data Not Collected by the School

The School does not collect a student's social security number or, except as required in Utah Code Ann. § 78A-6-112, criminal record.

4.4 Data Not Collected by the School Without Prior Written Consent

The School follows Utah Code Ann. § 53A-13-302 in Utah FERPA by not collecting certain information from a student by way of a psychological or psychiatric examination, test, treatment, survey, analysis, or evaluation unless the School has received the prior written consent of the student's parent or legal guardian or an exception to the prior written consent rule applies. Please refer to the School's FERPA Administrative Procedures (particularly the "Activities Prohibited Without Prior Written Consent" Section) to see the types of information governed by Utah Code Ann. § 53A-13-302, the accompanying notice and consent requirements, and exceptions. These administrative procedures explain how the School complies with the statute.

5. DATA USE

The School uses the student data it collects to conduct the regular activities of the School. School employees and volunteers shall only have access to student data for which they have a legitimate educational interest and shall not use student data for any improper or non-educational purpose. School employees and volunteers shall use student data only as authorized by the School to fulfill their respective job or volunteer duties. Please see the School's FERPA Administrative Procedures (particularly the "Access to Information" Section) for a summary of School personnel who, generally, have a legitimate educational interest in having access to student data and the particular data to which they have access. To help protect the privacy and security of student data, School employees and volunteers who have access to student data will participate in student data privacy training each year as required by the School and employees will sign a statement certifying that they have completed the training and understand student data privacy requirements.

Student data use by outside parties shall be limited to those to whom the School has shared the data in accordance with the law and who have a legitimate need to use the data. For example, outside parties with whom the School has contracted to provide services or functions that the School's employees would typically perform may use student data for the purpose of providing the contracted product or service. Third-party contractors' use of student data shall be in accordance with their contract and Data Confidentiality Addendum with the School, and in compliance with applicable law, including Utah Code Ann. § 53A-1-1410 and administrative rules adopted by the USBE.

6. DATA STORAGE

Please see the “Physical Protection” and “Technological Protection” Sections of the School’s FERPA Administrative Procedures to review the ways in which the School stores student data and protects stored data.

6.1 Electronic Storage. As explained in the School’s FERPA Administrative Procedures, most of the student data collected by the School (including the data collected through the School’s online registration system) is stored electronically by the School in Aspire, which is the student information system provided to Utah schools by the USBE. Aspire provides a secure location for the storage, maintenance, and transmission of student data. If the School chooses to use any additional student information systems, it will ensure that the system has adequate security protections. School employees and volunteers shall not store personally identifiable student data on their personal computers or devices, flash drives, or any other removable data storage media unless authorized by the Student Data Manager.

6.2 Physical Storage. Any printed documents containing personally identifiable student data is to be stored by the School in a secured, locked location, and access to such locations shall be determined by the Student Data Manager. School employees and volunteers shall not store documents with personally identifiable student data in physical locations away from the School, such as in their homes or vehicles, unless authorized by the Student Data Manager.

6.3 Third-Party Contractors. Third-party contractors shall store personally identifiable student data received from the School only in accordance with their contract and Data Confidentiality Addendum with the School and applicable law.

7. DATA SHARING

The School shall not share a student’s personally identifiable student data outside of the School unless the data is shared in accordance with FERPA, Utah FERPA, the Utah Student Data Protection Act, and any other applicable law. The School’s Student Data Manager authorizes and manages such data sharing and ensures compliance with applicable law.

7.1 Prior Written Consent

Except as provided by law, the School shall not share a student’s personally identifiable data with anyone other than the student or the student’s parent or legal guardian unless the School first obtains prior consent from the student’s parent or guardian (or the student if the student is 18 years old or older). In order to be valid, the prior consent must:

1. Be in writing;
2. Be signed by the student’s parent or guardian, or the student if he or she is 18 or older (electronic signatures are sufficient);

3. Specify the records or data to be disclosed;
4. State the purpose of the disclosure; and
5. Identify the party to whom the disclosure may be made.

As provided in the “Student Education Records Management” Section of the School’s FERPA Administrative Procedures, a student’s parent or guardian (or the student if the student is 18 years old or older) has the right to inspect and review all of the student’s education records maintained by the School and the School must grant such requests within a reasonable period of time, not to exceed 45 days. The School may impose requirements related to such requests, such that the request be in writing, signed, dated, and contain certain information. The School may also require proof of identity and relationship (parent or guardian) to the student before granting access to the student’s records.

7.2. Exceptions to the Prior Consent Rule

The School shall not share, outside of the School, a student’s personally identifiable student data without obtaining prior written consent unless such sharing is:

1. To the student or student’s parent or guardian;
2. Authorized by federal and Utah law, including FERPA, Utah FERPA, and the Utah Student Data Protection Act. Such authorized sharing includes:
 - a. To a school official who has a legitimate educational interest (a school official could be an employee or agent of the School that the School has authorized to request or receive student data on behalf of the School);
 - b. To a person or entity to whom the School has outsourced a service or function (1) to research the effectiveness of a program’s implementation or (2) that the School’s employees would typically perform;
 - c. To an authorized caseworker or other representative of the Department of Human Services, but only as described in Utah Code Ann. § 53A-1-1409(6);
 - d. To other schools that have requested the data and in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer;
 - e. To individuals who need to know in cases of health and safety emergencies;
 - f. To officials in the juvenile justice system when the disclosure concerns the system’s ability to effectively serve, prior to adjudication, the student whose data is to be released;
 - g. In connection with an audit or evaluation of federally or state supported education programs, or for the enforcement of, or compliance with, federal legal requirements relating to those programs;

- h. To the Immigration and Naturalization Service (INS) for foreign students attending the School under a visa;
- i. To the Attorney General of the United States in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes;
- j. In response to a valid subpoena; or
- k. The sharing of personally identifiable student data that is directory information, but only if the School (1) has given the student's parent annual notice of the types of data it has designated as directory information and the parent's right to request that any or all of student's directory information not be released by the School and (2) the parent has not notified the School that he or she does not want the personally identifiable student data to be designated as directory information.

7.3 Directory Information

The School designates the following student data as directory information:

- 1. Student's name;
- 2. Photograph;
- 3. Grade level;
- 4. Participation in officially recognized activities and sports;
- 5. Parent names and contact information; and
- 6. Honors and awards.

The student data designated as directory information may change from time to time. Parents will be given notice of such changes as required by law.

7.4 Third-Party Contractor Addendum

The School may share personally identifiable student data with third-party contractors pursuant to subsections (a) and (b) immediately above if the contractors have entered into a contract and Data Confidentiality Addendum with the School. Third-party contractors must comply with the contract, Addendum, and the Utah Student Data Protection Act, including Utah Code Ann. § 53A-1-1410 and related administrative rules adopted by the USBE.

7.5 Aggregate Data

7.5.1 Definition. "Aggregate data" has the same meaning as set forth in Utah Code Ann. § 53-1-1402(2). Aggregate data does not reveal any personally identifiable student data and contains data of at least 10 individuals.

7.5.2 Sharing Aggregate Data. The School may share aggregate data outside of the School without obtaining prior written consent so long as it is shared in accordance with

Utah Code Ann. § 53-1-1409(8)-(9) and this paragraph. If the School receives a request for aggregate data, including for the purpose of external research or evaluation, the School shall follow the review process set forth below:

1. All requests shall be submitted in writing to the Student Data Manager;
2. The written request to the Student Data Manager shall describe the purpose of the request, the desired student data, how the student data will be used, and details about how the student data will be disclosed or published by the requestor;
3. The Student Data Manager shall review the written request and consult with the School's management company about any potential data privacy issues relevant to the request;
4. If the Student Data Manager approves of the request, an MOU shall be prepared and presented (along with the requestor's written request) to the School's Board of Directors for review and approval; if the Student Data Manager disapproves of the request, the requestor shall be so notified;
5. If the Board approves of the request and MOU, the MOU shall be signed by the Board's president or designee and the requestor; if the Board disapproves of the request, the requestor shall be so notified;
6. After approval by the Board and execution of the MOU, the Student Data Manager or a responsible person designated by the Student Data Manager, shall, as applicable, de-identify the requested student data through disclosure avoidance techniques (such as data suppression, rounding, recoding, blurring, perturbation, etc) and/or other pertinent techniques;
7. After all requested student data has been de-identified and reviewed by the Student Data Manager, the requested student data shall be saved, physically or electronically, in a secure location managed by the Student Data Manager and then sent to the requestor through a secure method approved by the Student Data Manager.

The School may not share personally identifiable student data with external persons or organizations to conduct research or evaluations unless such research or evaluations are directly related to a state or federal program audit or evaluation.

8. RECORD RETENTION AND EXPUNGEMENT

Record retention and expungement procedures promote efficient management of records, preservation of records of enduring value, quality access to public information, and data privacy.

8.1 Retention. The School shall retain and dispose of student records in accordance with Utah Code Ann. § 63G-2-604, Utah Code Ann. § 53E-9-306, and rules adopted by the USBE, including R277-487-4. Unless the School adopts its own approved retention schedule, the School shall comply with the model retention schedules for student records published by the Utah Division of Archives and Records Service.

8.2 Expungement. The School shall comply with Utah Code Ann. § 53E-9-306 and R277-487-4 in terms of what student data it may and may not expunge. Accordingly, the

School may not expunge a student's grades, transcripts, record of enrollment, or assessment information. The School may, on its own volition or at the request of a student's parent or an adult student, expunge other student data, including a student's medical records and behavioral assessments, so long as the administrative need for the student data has passed. A request to expunge such student data shall be made in writing to the School's Lead Director and describe in detail the data requested to be expunged.

In addition, a student's parent or an adult student may also request that the School expunge any student data or record not subject to a retention schedule under Utah Code Ann. § 63G-2-604, and believed to be

1. Inaccurate;
2. Misleading; or
3. In violation of the privacy rights of the student.

Such a request to expunge a student's student data or records shall be made in writing to the School's Lead Director and describe in detail the data or records requested to be expunged. The School will process such requests following the same procedures outlined for a request to amend a student record in 34 CFR Part 99, Subpart C. These procedures are outlined below:

1. If a parent or adult student 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 School shall decide whether to expunge the data within a reasonable time after the request.
3. If the School decides not to expunge the record, the School will inform the parent or adult student of its decision as well as the right to an appeal hearing.
4. The School shall hold a hearing within a reasonable time after receiving the request for a hearing.
5. The School shall provide the parent or adult student 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 School shall give the parent or adult student 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 School 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 School will seal it or make it otherwise unavailable to other School staff and educators.

The School may consult with the Utah Division of Archives and Records Service and/or USBE when issues or questions arise with respect to record retention and expungement.

8.3 Disciplinary Record. The School may create and maintain a disciplinary record for a student in accordance with rules adopted by the USBE.

9. DATA BREACH

9.1 Definition of Data Breach. A data breach for purposes of this Plan is any instance in which there is an unauthorized release or access of personally identifiable student data. This definition applies regardless of whether the School stores and manages the data directly or through a third-party contractor.

9.2 Types of Data Breaches. Data breaches can take many forms, including:

1. Hackers gaining access to personally identifiable student data through a malicious attack (such as phishing, virus, bait and switch, keylogger, denial of service, etc);
2. A School employee losing School equipment on which personally identifiable student data is stored (such as a laptop, thumb drive, cell phone, etc) or having such equipment stolen;
3. An unauthorized third party retrieving personally identifiable student data from a School's physical files;
4. A School employee accidentally emailing personally identifiable student data to an unauthorized third party; or
5. A School employee or third-party contractor saving files containing personally identifiable student data in a web folder that is publicly accessible online.

9.3 Industry Best Practices. The School takes a variety of measures to protect personally identifiable student data, including imposing disclosure prevention responsibilities on School employees, educators, volunteers, and third-party contractors. The School also follows industry best practices to maintain and protect personally identifiable student data and to prevent data breaches, some of which are outlined in the School's Information Technology Systems Security Plan.

9.4 Responding to a Data Breach.

9.4.1 Reporting a data breach. School employees, volunteers, and third-party contractors shall immediately report a data breach or a suspected data breach to the Student Data Manager. Students and parents of students who become aware of a data breach or that suspect a data breach shall also immediately notify the Student Data Manager.

9.4.2 Data Breach Protocol. The Student Data Manager shall collaborate with the IT Security Manager and others, as appropriate, to determine whether a data breach has occurred. If it is determined that a data breach has occurred, the School shall, under the direction of the Student Data Manager and IT Security Manager, follow the protocol described below:

1. Lock down systems and data that have been breached or suspected to have been breached, including changing applicable passwords, encryption keys, locks, etc;
2. Assemble a Data Breach Response Team, which could include the Student Data Manager, IT Security Manager, School employees, Board members, members of the School's management company, the School's IT provider, etc;
3. Record as many details about the data breach as possible, including:
 - a. Date and time data breach was discovered;
 - b. Data elements involved (for example, students' first and last name, SSIDs, DOBs, passwords, account information, employee social security numbers, etc);
 - c. Data systems involved (for example, Aspire, online registration system, or other School data system); and
 - d. Type of data breach (physical, such as stolen/lost paperwork or computer equipment; or electronic, such as hacking or unauthorized email transmission).
4. Assign an incident manager that has the appropriate qualifications and skills to be responsible for the investigation of the data breach;
 - a. Investigate scope of data breach to determine types of information compromised and number of affected individuals; and
 - b. Investigate the data breach in a way that will ensure that the investigative evidence is appropriately handled and preserved;
5. Attempt to retrieve lost, stolen, or otherwise compromised data;
6. Determine whether notification of affected individuals is appropriate and, if so, when and how to provide such notification; notification timeframes and requirements should be identified as soon as possible and notices developed and delivered to affected individuals and agencies in accordance with regulatory mandates and timeframes;
7. If the data breach involved the release of a student's personally identifiable student data, notify the student (if the student is an adult student) or the student's parent or legal guardian if the student is not an adult student in a manner reasonable under the circumstances;
8. If the data breach involved the release of a student's personally identifiable student data by a third-party contractor of the School, notify the State Superintendent as required in R277-487-3;
9. Determine whether to notify the authorities/law enforcement (situation dependent); involve legal counsel to analyze legal obligations;
10. If the School has cyber liability and/or data breach insurance coverage, determine whether to notify the insurance provider and make a claim on such coverage; and
11. Consult with appropriate security professionals, as necessary, to identify the possible reason(s) for the data breach and how to prevent similar data breaches in the future.

Following the steps above and clearly defining the roles and responsibilities of all those involved in the steps will promote better response coordination and help the School shorten its incident response time. Prompt response is essential for minimizing the risk of any further data loss and, therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. All work and activities performed under each of the steps above should be well documented and all documentation should be retained as required.

9.4.3 Coordination with Management Company and/or Legal Counsel

The School shall coordinate with its management company and/or separate legal counsel on the preparation and method of delivery of written materials, including notifications, related to a data breach.

9.5 Cooperation

The School shall cooperate with regulatory and governmental agencies that make inquiries regarding a data breach.

10. DATA TRANSPARENCY

The School's policies concerning data privacy and security are published on the School's website. In addition, each year the School shall publish its current version of the following on its website:

1. Metadata Dictionary;
2. Student Data Disclosure Statement;
3. Information Technology Systems Security Plan; and
4. Data Governance Plan.

11. DATA PRIVACY AND SECURITY AUDITING

The School shall periodically conduct audits to determine compliance with this Plan and to assess the quality and effectiveness of the data privacy and security processes and procedures set forth in this Plan. The School shall use the results of such audits to determine ways in which this Plan and the School's student data governance and management can be improved. The School may use third-party experts to assist with and/or conduct such audits.

The School or its designee may audit its third-party contractors to verify compliance with the terms of the School's Data Confidentiality Addendum that relate to the confidentiality and protection of personally identifiable student data.

12. DATA PRIVACY AND SECURITY TRAINING

On an annual basis, the School shall provide appropriate student data privacy training to its employees, aides, and volunteers who are authorized by the School to have access to education records as defined in FERPA.

The School shall also provide its employees with appropriate training on IT security matters.

Where required by R277-487-13, educators at the School shall complete the student data security and privacy training for educators developed by the State Superintendent as a condition of re-licensure.

Donation of Paid Time Off Procedures

Purpose

The purpose of these procedures is to provide a mechanism by which employees of the School can voluntarily donate paid time off (“PTO”) days to other staff members under extraordinary circumstances.

Procedures

1. Employees must use all of their available PTO balance before they can access donated days.
2. Qualifying employees may receive a maximum of fifteen (15) donated PTO days during a school year.
3. Employees may only donate time from their current PTO balance.
4. An employee may donate a maximum of five (5) PTO days to a particular employee in any one school year.
5. All donations must be made in full day increments.
6. Once donated time has been transferred to the recipient's PTO balance, the donor has no rights to that time for any reason. Approved donations will be immediately deducted from the donor's PTO balance and credited to the recipient's balance.
9. The decision to donate PTO should be an individual and personal decision and is completely voluntary.
8. All PTO donations must be approved by the Campus Director. Employees desiring to donate PTO to an employee must submit a written request to the Campus Director indicating the number of days donated, the date of donation, and an acknowledgement of remaining days after the donation. Both the Campus Director and employee will sign the letter of acknowledgement. Requests that do not meet the conditions of these procedures will be denied.
9. The Campus Director will coordinate with the School's Management Company to assure proper documentation of these transactions. The Campus Director will notify the donor and the recipient after the transaction has occurred.

Dress Code Specifications

Purpose

Ascent Academies of Utah believes that a mandatory school dress code promotes a more secure school environment, promotes an atmosphere conducive to appropriate discipline with a minimum need for ongoing intervention, and increases learning and social opportunities by removing many of the distractions and negative or disruptive connotations associated with various types of clothing.

All students are required to comply with the dress code. Although parents are ultimately responsible for ensuring that their children wear appropriate clothing, students that violate the dress code may be subject to discipline as determined by the Campus Director.

General

All clothing must be free from holes, tears and other visible disrepair.

Tops

For students in grades Kindergarten through 6th Grade, tops must be a collared, polo-style shirt (long sleeve or short sleeve) and must adhere to the following requirements.

- Color. Navy blue, white or bright (not neon) green.
- Logos. Shirts must be logo-free or bear the Ascent Academies of Utah logo.

For students in grades 7th through 9th Grade, tops must be a collared, polo-style shirt (long sleeve or short sleeve) and must adhere to the following requirements.

- Color. Any solid color.
- Logos. Shirts must be logo-free or bear the Ascent Academies of Utah logo.

Bottoms

Bottoms include pants, shorts, skirts or jumpers and must adhere to the following requirements:

- Color. Navy or khaki
- Style. Docker-style or school uniform style only
- Skirts, shorts and jumpers must be no shorter than 3" above the knee.
- White or navy tights or footless leggings may be worn under skirts, shorts or jumpers; however, the length requirement noted above still applies.
- Bottoms must be worn high enough on waist that a shirt can be tucked in.

Socks

Socks must be free from holes, tears and/or any inappropriate or vulgar messaging, but can be any color, style, print or pattern.

Shoes

Shoes must meet the following requirements.

- Closed toe (flip flops, sandals, etc. are not allowed)
- No wheels
- Heels must be less than 1" in height

Hats

Hats may not be worn in the building unless an exception is provided for in an IEP, 504 Plan, or as a medical need. Hats may be worn at recess or on designated Spirit Days or Free Dress Days.

Sweaters

Students may wear a sweater during school. The sweater must meet the following specifications.

- Solid color - navy, white or spring green
- No logos, external labels, or other insignias
- No hoods except for Ascent hoodies
- A polo shirt must be worn under the sweater with the collar showing

Field Trips

For most field trips, the general dress code specifications above will apply. At the discretion of the Campus Director, exceptions may be made for specific types of field trips such as a visit to a swimming pool or a ski resort.

Driving Procedures

Purpose

The School takes seriously the safety of its people. The purpose of these procedures is to help ensure the safety of School employees, students, and volunteers. These procedures apply to all employees who operate motor vehicles as part their employment responsibilities and all volunteers who operate vehicles as part of school-sponsored activities.

Procedures

Procedures for All Drivers

- The School will perform driver's license verification checks on all new employees and volunteers who operate vehicles on School business.
- The School will verify the driver's license status of driving employees and volunteers at least annually.
- Employees and volunteers who do not have a valid driver's license are not allowed to drive on School business.
- The School will maintain the confidentiality of the results of driver's license checks by ensuring that only designated individuals conduct those checks and that any documentation regarding the results will be maintained in a location where only designated employees have access.
- When driving is an essential function of a job, the School will ensure that job descriptions for such positions specify that maintaining valid drivers license is required.
- Employees and volunteers that are involved in an at-fault accident may not drive on School business until they complete a driver safety program approved by the Lead Director.
- Employees and volunteers must operate vehicles on School business only within limits of their individual licenses.
- Individuals convicted of DUI or reckless driving may not drive on School business.
- When private vehicles will be used by employees or volunteers on School business,
 - Vehicles must have in effect liability insurance with a minimum of \$100,000 liability coverage.
 - Vehicles must be safe and be in good working order.
 - The Authorization to Use Privately Owned Vehicles on School Business form must be completed by the drivers and owners of the private vehicles and signed by the Campus Director.

Additional Procedures for Volunteers Transporting Students

In addition to the foregoing procedures that apply to all drivers, the following procedures should be followed when volunteers are transporting students:

- The School will attempt to obtain commercial transportation for students to school-sponsored events whenever possible.
- Students other than a driver's own children may not be transported in 12 or 15 passenger vans.
- If the School is unable to obtain commercial transportation and is instead relying on volunteers to transport students to a school-sponsored event, only volunteers approved by the Campus Director may transport students other than their own children.
- Parents and students who are being transported to school-sponsored activities by volunteers should sign an informed consent and waiver and release prior to the event.

Electronic Resources Procedures

These procedures are established in order to comply with and implement the Electronic Resources Policy adopted by the School's Board of Directors.

Electronic Devices

Definitions

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including but not limited to: a cellphone or smart phone, a smart or electronic watch, a tablet, or a virtual reality device.

"Instructional time" means the hours during the School day designated by the School for class instruction.

"Privately-owned electronic device" means an electronic device that is not owned or issued by the School to a student or employee, including any emerging technology (which includes any device that has or will be able to act in place of or as an extension of an individual's cellphone).

"School day" means the hours that make up the School day according to the School's schedule.

"School-sponsored activities" means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during the School day and during School-sponsored activities in accordance with the following standards:

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.

- Students may have privately-owned electronic devices at School during the School day. However, privately-owned electronic devices must remain out of sight in a bag or backpack and be turned off or set to a mode where notifications can't be received during the School day, unless an exception provided herein applies.
- Students may not use or respond to privately-owned electronic devices during the School day, unless an exception provided herein applies.
- In addition to the rules above, electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during all class quizzes, tests and standardized assessments, unless an exception provided herein applies.

Campus Directors may adopt procedures for students to bring their own electronic devices to School for use in connection with their educational coursework.

Exceptions

A Campus Director may give permission for a student to possess and use a privately-owned electronic device during the School day and during School-sponsored activities for good cause if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that a Campus Director allow a student to possess and use a privately-owned electronic device on active mode at all times during the School day and during School-sponsored activities, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations. Students may use a privately-owned electronic device to address a medical necessity.

A student may possess and use a privately-owned electronic device on active mode at all times during the regular School day and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by a Campus Director.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer. This includes using a privately-owned electronic device to respond to an imminent threat to health or safety of an individual or to respond to a School-wide emergency.

Students may also use a privately-owned electronic device during the School day and during School-sponsored activities to use the SafeUT Crisis Line.

Parents may make other individualized requests for exceptions to these procedures to a Campus Director.

Consequences for Violation

A student will receive one warning prior to discipline for violating these procedures unless the violation involves cheating or constitutes a violation of the School's Student Conduct and Discipline Policy or Bullying and Hazing Policy or at the discretion of the Campus Director. On the second violation of these procedures, if a violation involves a privately-owned electronic device, the privately-owned electronic device will be confiscated, labeled, and held in a secure location. The Campus Director, teachers, and other individuals designated by the Campus Director may confiscate privately-owned electronic devices under these procedures.

Despite the foregoing, a privately-owned electronic device may be confiscated after an initial or other violation of these procedures if the violation is deemed serious by the Principal, teacher, or another individual designated by the Principal. Serious violations include but are not limited to a student using a privately-owned electronic device to:

- Threaten, harass, bully, or intimidate another person;
- Access pornography or obscene material;
- Engage in academic dishonesty;
- Participate in criminal behavior; or
- Repeatedly or egregiously disrupt classroom or other School instruction.

An individual other than a student that finds or confiscates a privately-owned electronic device may search the device for the purpose of determining the device's owner. Students may not search privately-owned electronic devices that do not belong to them. Privately-owned electronic devices that are used inappropriately may be subject to search by the Campus Director or other individuals designated by the Campus Director if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. School-owned electronic devices may be searched at any time by School officials, with or without cause.

The School is not responsible for loss, damage or theft of any privately-owned electronic devices. The School will make reasonable efforts to notify parents/guardians if the School has confiscated a student's privately-owned electronic device. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. *The School will retain un-retrieved privately-owned electronic devices until the end of the School year, at which time the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.*

The Campus Director may, subject to applicable law, impose additional disciplinary consequences for a student's violation of these procedures, considering the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices

- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-School suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

Notice of the Policy and Procedures

The School will make the Electronic Resources Policy and these procedures accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

Complaints about the policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy and these procedures, should be addressed in accordance with the School's grievance policies.

Creative and Innovative Uses for Electronic Devices

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Campus Director. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas. Violations of this may subject students to discipline, and any suspected illegal activity may be reported to law enforcement.

Students bring privately-owned electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged privately-owned electronic devices.

Students are responsible for their privately-owned electronic devices and may be subject to discipline if their device is misused by another.

Parents, guests and visitors to the School may use privately-owned electronic devices at School and at School-sponsored activities only in accordance with rules established by the Campus Director. Such individuals who use the School's electronic resources, including the School's equipment, services, or connectivity, whether on or off School property, may not use such resources to access inappropriate material or information.

Internet Safety

The School has established a policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

Definitions

Key terms are as defined in the Children's Internet Protection Act.

"Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1- Obscene, as that term is defined in section 1460 of title 18, United States Code.
- 2- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- 3- Harmful to minors.

"Harmful to Minors" means any picture, image, graphic image file, or other visual depiction that:

- 1- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

"Sexual Act" and **"Sexual Contact"** have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, the School will employ technology protection measures (or “Internet filters”) to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School’s network or by School-owned electronic devices.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Campus Director or designated representatives.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all School employees to educate, supervise and monitor appropriate usage of the School’s online computer network and access to the Internet in accordance with the Electronic Resources Policy and these procedures, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. The School will also provide information regarding these matters to parents/guardians.

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School’s network and access to the Internet. The School’s goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School’s mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials, and use of the Internet and other electronic resources is monitored as well.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The School may establish agreements for students to sign acknowledging that they understand the rules for use of the School's electronic resources.

Staff Acceptable Use of School Electronic Resources

These procedures apply to employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment.

At-Will Employment

Nothing in the Electronic Resources Policy or these procedures is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

The School's Rights

It is the School's policy to maintain an environment that promotes safe, ethical and responsible conduct in all activities involving the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well-being of students and to preserve the integrity of its electronic resources. The School's rights in connection with its electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by the Electronic Resources Policy or these procedures or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

Employees' Responsibilities Regarding Students' Use of Electronic Resources

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become

familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

User Responsibilities

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. In order to maintain this privilege, users must agree to comply with the Electronic Resources Policy and these procedures. Users who are aware of any violation of the policy or these procedures by any employee must report the violation to the Campus Director. Employees are responsible for any School electronic resources issued to them at all times and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately-owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Campus Director. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of the policy or these procedures is grounds for discipline, up to and including termination. The School may also notify law enforcement as appropriate, and such actions may subject an employee to criminal penalties.

Acceptable Use

Standards for acceptable use of the School's electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files are being transferred are employing appropriate virus-control technologies.

7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources are consistent with the intent of the policy and these procedures.

Unacceptable Use

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Personal electronic devices may only be connected to the School's network with appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of R277-487 and the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without proper approval.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Lead Director or Campus Director).

15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Campus Director or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.
22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Campus Director or designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

Privacy

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with the Electronic Resources Policy and these procedures.

Training

The School will provide, within the first 45 days of each school year, a school-wide or in-classroom training to employees and students that covers:

- The contents of the Electronic Resources Policy and these procedures;
- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of the Electronic Resources Policy and these procedures;
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and
- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code § 76-5c-402.

Equipment Acquired with Federal Funds

Ascent Academies of Utah (the “School”) will use, manage, and dispose of equipment acquired with federal funds in accordance with applicable federal law, including 2 CFR 200.313(c)-(e).

Management Requirements

With respect to managing equipment acquired in whole or in part with federal funds, the School will:

- g. Maintain property records that include:
 - i. A description of the equipment;
 - ii. A serial number or other identification number for the equipment;
 - iii. The source of funding for the equipment;
 - iv. Who holds title to the equipment;
 - v. The date the equipment was acquired by the School;
 - vi. The cost of the equipment;
 - vii. The percentage of participation in the project costs for the federal award under which the equipment was acquired;
 - viii. The location of the equipment;
 - ix. The use and condition of the equipment; and
 - x. Any ultimate disposition data with respect to the equipment, including the date of disposal and sale price of the equipment.
- h. Take physical inventory of the equipment and update/reconcile the property records accordingly at least once every two years.
- i. Develop and implement a control system that will provide adequate safeguards to prevent loss, damage, or theft of the equipment.
- j. Investigate any loss or damage to or theft of the equipment.
- k. Regularly maintain and/or service the equipment to help ensure the equipment remains in good condition.
- l. If authorized or required to sell the equipment, engage in a sales process that will help ensure the School receives the highest possible return on the sale of the equipment.

Use and Disposition Requirements

Regarding the use and disposition of equipment acquired with federal funds, the School will follow the requirements in 2 CFR 200.313(c) and (e).

Employees Engaging in Private Activities Related to Public Education

Purpose

Ascent Academies of Utah (the “School”) recognizes that its employees may have opportunities to engage with students in private activities related to public education that are not sponsored by the School. The School supports its employees participating in such activities so long as they are done appropriately.

These procedures are intended to help ensure that any private, but public education-related activity involving School employees is conducted in a manner that complies with state law and rules, including R277-107, and maintains the integrity of the public education system. These procedures outline expectations for School employees who sponsor or participate in private activities related to public education and delineate boundaries between public employment and private enterprise.

Definitions

For purposes of these procedures:

“Employee” means a person who is employed on a full-time, part-time, or contract basis by the School.

“Private, but public education-related activity” means any type of private activity for which:

- a. An employee of the School receives compensation; and
- b. The principal clients are students at the School.

“Private, but public education-related activity” may include:

- a. Tutoring;
- b. Lessons;
- c. Clinics;
- d. Camps; or
- e. Travel opportunities.

General Rules for School Employee Participation in Private, But Public Education-Related Activities

Employees may participate in a private, but public education-related activity in accordance with R277-107 and these procedures.

1. Separation of Private and Public Roles

- a. Employees who participate in a private, but public education-related activity must ensure that such participation is separate and distinguishable

from their employment with the School. For example, such employees may not:

- i. Contact students at the School during School hours to promote such private activities; or
- ii. Use student education records, School resources, or information gained through employment with the School in connection with such private activities, unless that information is readily available to the general public.

2. Prohibited Use of School Time and Resources

- a. Employees who participate in a private activity or a private, but public education-related activity may not use School time or resources to:
 - i. Discuss, promote, or prepare for such private activities; or
 - ii. Organize or advertise such private activities.

3. Permissible Activities by Employees

- a. Employees who participate in a private, but public education-related activity may:
 - i. Offer such private activities to students outside of regular School hours;
 - ii. Discuss such private activities with students or parents outside of the classroom and regular School hours;
 - iii. Use student directories or online resources which are available to the general public; or
 - iv. Advertise or promote such private activities in accordance with the rules in R277-107-3 and -4, including in School publications that allow commercial advertising.

4. Equity and Access

- a. Employees may not condition credit or participation in a School program or activity on a student's participation in such activities as clinics, camps, private programs, or travel activities that are not equally and freely available to all students.
- b. Employees may not state or imply to any person that participation in a regular School activity or program is conditioned on participation in a private activity.

5. Student-Initiated Educational Opportunities

- a. Nothing in these procedures prohibit students from requesting or petitioning the School for academic credit for educational experiences obtained outside of School consistent with School policy and applicable state law.

6. Contracts Governing Private, But Public Education-Related Activities

- a. Contracts between an employee and a sponsor of a private, but public education-related activity shall be signed by the employee and include the acknowledgments set forth in R277-107-6.
- b. An employee shall provide the School with a signed copy of all contracts between the employee and a sponsor of a private, but public education-related activity. The School shall maintain a copy of such contracts in the employee's personnel file.

Family Educational Rights and Privacy (FERPA) Procedures

These procedures are established pursuant to the Board's Family Educational Rights and Privacy Policy.

Activities Prohibited without Prior Written Consent

Prior Written Consent Requirement

Any School employee or agent who plans to administer to a student in any grade any psychological or psychiatric examination, test, or treatment, or any survey, analysis or evaluation that has the purpose or evident intended effect of causing the student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:

- (a) political affiliations or, except as provided under Utah Code § 53G-10-202 or rules of the Utah State Board of Education, political philosophies;
- (b) mental or psychological problems;
- (c) sexual behavior, orientation, gender identity, or attitudes;
- (d) illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) critical appraisals of individuals with whom the student or family member has close family relationships;
- (f) religious affiliations or beliefs;
- (g) legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; or
- (h) income, except as required by law;

shall obtain prior written consent from the student's parent or guardian at least two (2) weeks before the test/treatment/survey/analysis/evaluation is administered or the information listed above is sought, unless the employee or agent must seek this type of private information due to an emergency, or unless a student spontaneously discloses the information.

The prohibitions above also apply within the curriculum and other School activities.

If the School chooses to administer any of the surveys listed below, the School shall, on an annual basis, obtain prior written consent for the survey(s) from students' parents or guardians at the time students register with the School:

- (a) surveys related to an early warning system described in Utah Code § 53F-4-207;
- (b) surveys that include social emotional learning questions; and
- (c) the school climate survey described in Utah Code § 53G-8-802.

Parental Notice and Consent Checklist

For a consent from a student's parent or guardian to be valid, the consent must be in writing and signed. In addition, prior to the written consent being signed by a parent or guardian, a written notice shall be given to the parent or guardian that includes:

- (a) notice that the parent has a reasonable opportunity to obtain written information concerning:
 - (i) relationships and other information that may be examined or requested in the test, treatment, survey, analysis, or evaluation to be administered;
 - (ii) how the test, treatment, survey, analysis, or evaluation will be administered;
 - (iii) why (*i.e.*, the purpose) the test, treatment, survey, analysis, or evaluation is needed; and
 - (iv) who will have access to the information gathered from the test, treatment, survey, analysis, or evaluation to be administered;

- (b) if it is a survey that is to be administered, notice:
 - (i) that a copy of the survey is available at the School and online (a link to the survey shall be included in the notice);
 - (ii) of the intended purpose and use of the data collected through the survey;
 - (iii) of the types of persons or governmental entities that share the data collected from the survey (including a list of recipients who will receive the student-level data), or receive the data collected from the survey from a governmental entity on a regular or contract basis; and
 - (iv) of the record series as defined in Utah Code § 63G-2-103 in which the data is or will be included, if applicable.

A general consent used to approve admission to School or involvement in special education, remedial education, or a School activity does not constitute written consent for these purposes.

Duration of Parental Authorization

Unless otherwise agreed to by a student's parent or guardian and the person requesting written consent, the authorization is valid only for the activity for which it was granted. However, a written withdrawal of authorization submitted to the Lead Director or Campus Director by the authorizing parent or guardian terminates the authorization.

Waiver of Parental Notice Period

A parent or guardian may waive the 2-week notice period by signing and returning a written waiver to the School.

Well-Being of a Student

If a School employee or agent believes that a situation exists that presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent or guardian without delay. If, however, the matter has been reported to the Division of Child and Family Services (DCFS), it is the responsibility of DCFS to notify the student's parent or guardian of any possible investigation, prior to the student's return home from School.

Risk of Suicide

If a School employee, agent, or School resource officer (if any) believes a student is at risk of attempting suicide, physical self-harm, or harming others, the School employee, agent, or School resource officer may intervene and ask a student questions regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of:

- (a) referring the student to appropriate prevention services; and
- (b) informing the student's parent or guardian.

Student Education Records Management

Inspecting and Reviewing Education Records

Parents or guardians have the right to inspect and review their student's education records, subject to certain exceptions. If the education records of a student contain information on more than one student, the parent or guardian may inspect and review or be informed of only the specific information about their student.

- The School will grant a request by a parent or guardian for access to the education records of their child within a reasonable period of time, but in no case more than forty-five (45) days after the request has been received by the School.

Amending Education Records

Parents or guardians have the right to challenge and request the School to amend any portion of their student's education record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student.

- The School shall consider the request and decide whether to amend the records within a reasonable amount of time. If the Campus Director or Lead Director decides not to amend the record as requested, the Campus Director or Lead Director shall inform the parent or guardian of the decision and of their right to a hearing.
- Upon request of a parent or guardian, the School shall provide an opportunity for a hearing to challenge the content of the student's education records on the

grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

- Such hearing shall be informal and shall be conducted by an individual who does not have a direct interest in the outcome of the hearing.
- If, as result of the hearing, the School decides that the challenged information is inaccurate, misleading, or in violation of the privacy rights of the student, the record should be amended accordingly and the parent or guardian informed in writing.
- If, as result of the hearing, the School decides that the challenged information is not inaccurate, misleading, or in violation of the privacy rights of the student, it shall inform the parent or guardian of their right to place a statement in the record, commenting on the challenged information in the record or stating why they disagree with the decision. Any such document must remain with the contested part of the record for as long as the record is maintained, and shall be disclosed whenever the portion of the record to which the statement relates is disclosed.

Disclosing Education Records

The School shall not disclose personally identifiable information from a student's education records without first obtaining parental consent, except as provided by law. Such exceptions under FERPA include, but are not limited to, disclosures:

- To School officials within the School who have legitimate educational interests;
- To a contractor, consultant, volunteer or other party to whom the School has outsourced a service or function provided that the outside party::
 - Performs an institutional service or function for which the School would otherwise use employees;
 - Is under the direct control of the School with respect to the use and maintenance of education records; and
 - Is subject to the requirements of 34 CFR § 99.33(a) governing the use and redisclosure of personal identifiable information from education records.
- To an authorized caseworker or other representative of the Department of Health and Human Services, but only as described in Utah Code § 53E-9-308(3);
- To other schools that have requested the records and in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- In response to valid court orders or subpoenas;
- To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals;
- To officials in the juvenile justice system as permitted by law;
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary, or State and local educational authorities in connection with an audit and evaluation of federally or state supported education

programs, or for the enforcement of, or compliance with, federal legal requirements relating to those programs;

- To the applicable entities/agencies within the Department of Homeland Security for foreign students attending the School under a visa; or
- To the Attorney General of the United States in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes.

The School may disclose a student's directory information without parental consent for appropriate reasons if it has given the parent or guardian proper annual notice of their right to request that their student's directory information not be released by the School and the parent or guardian has not notified the School that they do not want the student's directory information to be released.

- The following information relating to students may be declared directory information from time to time:
 - (a) name, address, e-mail address, and telephone number;
 - (b) date and place of birth;
 - (c) major field of study;
 - (d) participation in officially recognized activities and sports;
 - (e) weight and height of members of athletic teams;
 - (f) dates of attendance;
 - (g) degrees, honors, and awards received;
 - (h) most recent previous education agency or institution attended;
 - (i) photograph;
 - (j) grade level; and
 - (k) parent names and contact information.
- The School shall not release directory information to any individual or organization for commercial use.

Parent or Guardian Right to Access Education Records

The School shall give full rights to student education records to either parent or guardian, unless the School has been provided with evidence that there is a court order or other legally binding instrument relating to matters such as divorce, separation, or custody that specifically revokes or limits these rights.

Confidentiality of Student Information

The School and all employees, volunteers, third party contractors, or other agents of the School shall protect the privacy of the student and the student's family through compliance with the protections established under state and federal law, including FERPA and the student privacy and data protection statutes in Title 53E, Chapter 9 of the Utah Code.

Access to confidential student information will be limited to individuals with a legitimate educational interest in the data. The Lead Director or Campus Director will determine which individuals have a legitimate educational interest in having access to particular data. In general, this will include the Lead Director or Campus Director, other administrative personnel such as an assistant administrator or counselor, members of the School's front office staff, members of the School's special education staff (in accordance with special education regulations regarding school records), teachers (typically for students in their classes, but sometimes other students as well), and third parties with which the School has contracted to perform special tasks for the School. The School will ensure that all individuals who have access to student information will understand how, where, and when they can access this data and will commit to fulfill their obligations to protect the confidentiality of the information.

Data Collection and Storage Procedures

The School will ensure that its school enrollment verification data, student performance data, and personally identifiable student information are collected, maintained, and transmitted in a secure manner and consistent with sound data collection and storage procedures.

Physical Protection

Any physical documents containing confidential student information will be stored in a secured, locked location. Access to the storage location will be determined by the Lead Director or Campus Director.

Technological Protection

The School will ensure that appropriate technological protections are in place, as described below, whenever the School gathers, transmits, or stores confidential information electronically.

The School currently uses Aspire as its Student Information System. This is the primary location in which the School will store electronic data. This program provides a secure location for the maintenance and transmission of confidential student information. The School also uses the Aspire online registration system for the registration and enrollment of all new and returning students entering the School. In the event the School decides to use a Student Information System other than Aspire, the School will ensure that the system is approved by USBE and is adequately secure.

All confidential student information that is stored electronically will be in a location that is password protected. Such data will not be stored on local device drives or on removable data storage media.

The School will ensure that its network, including servers and wireless access components, employs industry standard security measures.

School personnel will not share log in information for any system in which confidential student information is stored unless authorized by the Lead Director or Campus Director.

Confidential student information will only be transmitted through secure means such as Movelt and, where practical, will not be transmitted via e-mail in an unencrypted format.

Personnel Responsibilities

School personnel are responsible for entering student data into the School's Student Information System. This includes information obtained through the Aspire online registration system and other data gathered throughout the course of the school year. School personnel also manage the maintenance and reporting of records and data required by governmental entities.

Third Party Access to Confidential Information

The School's Educational Services Provider, Academica West, will have access to the personally identifiable student data and school enrollment verification data collected and maintained by the School in connection with legitimate educational purposes of the School.

Data Breach

The School will notify the parent or guardian of a student if there is a release of the student's personally identifiable student data due to a security breach. The School will also notify the State Superintendent of significant data breaches of student data as required in R277-487.

Training

On an annual basis, the School shall provide appropriate student data privacy training to its employees, aides, and volunteers who are authorized by the School to have access to education records as defined in FERPA. The training shall cover federal and state student data privacy laws and rules. The School shall ensure that its authorized employees sign a statement certifying that they have completed the training and understand student privacy requirements. The School shall create and maintain a list of the authorized employees and provide it to the Board of Directors as required in Utah Code § 53E-9-204.

The School shall also provide its employees with appropriate training on IT security matters.

Where required by R277-487, educators at the School shall also complete the student data security and privacy training for educators developed by the State Superintendent as a condition of re-licensure.

Field Trip Procedures

Ascent Academies of Utah (AAU) recognizes the importance of field trips as a connection to, and an extension of, the regular curriculum. Each grade level will have an allowable field trip budget that is maintained by the Campus Director. Fees for field trips cannot be charged for students in grades K-6; however, donations for field trips may be solicited. Donations solicited for field trips in grades K-6 may not exceed \$4 per student per field trip. Students in grades 7-9 may be requested to pay a field trip fee. Fee Waiver policies apply. At AAU it is not acceptable to have any student remain behind during a field trip simply for failure to provide a donation or field trip fee.

SUPERVISION – The scheduling teacher is responsible for ensuring that adequate adult supervision is maintained on all field trips. Proper ratios of adult chaperones (parent volunteers or school staff) to students for typical field trips are as follows:

K and 1st – 1 : 5
2nd and 3rd – 1 : 7
4th thru 6th – 1 : 8
7th and 8th – 1 : 10
9th – 1 : 15

The nature of some field trips may require additional supervision as determined by the Campus Director.

DRESS CODE – Students are required to comply with the school's dress code while on school-sponsored field trips. Exceptions may include if school dress code apparel is not appropriate for the activities of the field trip such as swimming or skiing.

PERMISSION – Parents or guardians must provide written permission prior to their student attending a field trip. A scanned, faxed, emailed or other form of a written signature is acceptable. Phone calls is not an acceptable form of permission.

PAYMENT – All donations or fees must be made to the campus office. The office will track the money collected and issue receipts. It is the responsibility of the scheduling teacher to arrange payment with the field trip venue. If payment must be made by check or credit card you must notify the Campus Director at least one week prior to the field trip.

Each educator, or group of educators, requesting a field trip must complete the Field Trip Authorization form in the Appendix and return the completed form to the Campus Director. A copy of the intended permission letter must accompany the completed form.

After the Campus Director approves/disapproves the form, the a copy will be returned to the scheduling teacher and a copy will be retained in the office.

Food in Class Procedures

The purpose of this procedure is to ensure that students with food allergies or other medical issues such as diabetes are not exposed to food items that could cause them harm. For purpose of this procedure, “food” includes **any** type of edible item that a student will consume or come in contact with.

In accordance with AAU’s Wellness Policy, students’ consumption of or contact with food in the classroom must be pre-approved by the Campus Director; adequate notice must be given to parents prior to the activity; and parents must provide written permission for their student to participate. A scanned, faxed, emailed or other form of a written signature is acceptable. Phone calls are not an acceptable form of signed, written permission.

Use of food in the classroom must enhance the learning experience of the students and must be directly related to the unit of study. Teachers who wish to use food as an instructional resource must complete the “Food in Class Authorization” form and return the completed form to the Campus Director.

Teachers must provide parents with notice at least one week prior to the activity. An alternate activity must be planned and available for students who are unable to participate or fail to return the signed permission form.

At minimum the parent notice must include:

1. Description of activity
2. Types of food student will consume or be exposed to
3. An alternate activity if a student is unable to fully participate.
4. Signed permission to both participate in the activity and consume the food items.
5. A place where parents can indicate special precautions, for example, *“Please have Joe complete a blood glucose test prior to consuming the marshmallows and dose him with insulin accordingly.”*

Fundraising Procedures

The purpose of these procedures are to establish fiscally sound internal controls and to ensure compliance with applicable legal requirements in connection with the School's fundraising activities.

The following guidelines must be followed in connection with School fundraising:

1. The fundraising activity must be undertaken with the intent of obtaining a benefit consistent with the School's mission.
2. The fundraising activity must not violate the School's charter, Board policies, or applicable law.
3. Proposals for fundraising activities to benefit a particular campus must be submitted to the Campus Director for approval.
4. Proposals for fundraising activities to benefit multiple campuses or the School as a whole must be submitted to the Lead Director for approval.
5. The Lead Director or Campus Director, as appropriate, may restrict the time, place, and manner of any approved fundraising activity.
6. Fundraising activities should be planned and scheduled in a manner that does not create conflict, confusion, or excessive fundraising pressures on students, families or potential donors.
7. Fundraising activities that may expose the School to risk of financial loss or liability if the activity is not successful should not be approved.
8. The participation of School employees, students and parents in any fundraising activity must be voluntary. However, School employees may be assigned to supervise students in connection with School-sponsored fundraising activities. Such employees may be compensated for such work as appropriate as determined by the Campus Director.
9. Students may not be required to participate in a fundraising activity as a condition for belonging to a team, club or group, and a student's fundraising efforts may not affect his or her participation time or standing in any team, club or group.
10. Competitive enticements for student participation in fundraising efforts are generally discouraged, and any such rewards or prizes must be approved by the Lead Director.
11. The Lead Director will ensure that the School's Fee Waiver Policy is complied with in connection with all School-sponsored fundraising activities that involve fees. Any fee waivers must be granted in accordance with the Fee Waiver Policy.
12. All funds raised through school-sponsored fundraising activities are considered public funds and will be handled accordingly. The Lead Director will ensure that all other applicable fiscal policies are complied with in connection with fundraising activities.
13. Any fundraising activities that are related to the School but not school sponsored should clearly inform School patrons that the activity is not school sponsored. School employees may participate in such activities as

- volunteers but must not represent that they are acting as employees or representatives of the School.
14. The Lead Director will ensure that charitable donation receipts are provided as necessary.
 15. The School's employer identification number and sales tax exemption number may only be used by School personnel in connection with school-sponsored activities. No other entity may use these numbers.
 16. Any School employee involved in managing or overseeing non-School-sponsored fundraising must disclose to the Campus Director any financial or controlling interest in or access to bank accounts of the fundraising organization or company.
 17. The School may cooperate with outside entities in connection with non-school-sponsored fundraising activities. The School may allow these groups to use School facilities at little or no charge. At the Lead Director's discretion, the School may provide some level of support or pay for portions of these activities. The details of the arrangements for non-school-sponsored fundraising activities shall be understood and agreed to by the Lead Director and the representatives of the outside entity. This must take into consideration the School's fiduciary responsibility for the management and use of public funds and assets.
 18. The School is committed to principles of gender equity and compliance with Title IX guidance. The School commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

The Lead Director will ensure that School employees receive appropriate training in connection with these policies. Training shall be provided at least annually to employees whose job duties are affected by the School's fiscal policies.

Hazardous Materials Procedures

The purpose of the Hazard Materials Procedures is to minimize the exposure and accident potential from the use, storage and mixing of chemicals. OSHA requires a Hazard Communication Plan if there are any chemicals that pose a health or physical hazard located on the property or in any building that is occupied by employees of the school. Our plan includes the following elements:

1. We will only store chemicals with like properties together on any shelf or in any container in our building.
2. We will identify all chemicals on the property and make an inventory of all chemicals that pose a health or physical threat to our employees.
3. The chemical inventory sheet and an MSDS for each chemical will be composed and stored in all places where chemicals are mixed, stored, or used or in the office of our main building and everyone on the property shall be informed of its location and how to find the pertinent information on the sheets for any emergency or for normal preventive measures for each chemical.
4. Training for the safe use of each chemical shall be done before any employee uses the chemical for the first time and again every time a new chemical is purchased for the same purpose.
5. The chemical inventory shall be updated at least once each year, and the old chemical inventory shall be archived to verify which chemicals were used and for how long they were used at the school.
6. No employee will be allowed to bring any chemical onto the school property without the permission of the Campus Director, the custodian and any other person exposed to the chemical.
7. All new chemicals must have their MSDS sheets reviewed by the safety committee before they can be used at the school.

Anyone who fails to abide by this rule could be held personally liable for any injury or damage from the chemical to students, employees or anyone entering the building.

Hiring Procedures

The School will adhere to the following procedures in connection with hiring any employee of the School.

References should be checked prior to extending an offer of employment whenever feasible. In cases where this is not possible, the offer extended must be made contingent upon the applicant's successful reference check and the check should be completed within 2 working days of the offer.

The School will ensure that documentation of employment applications and reference checks will be maintained for an appropriate length of time.

Written employment agreements will be obtained for all employees. All employment agreements must be signed by the applicable Campus Director. Employees must complete all required new hire paperwork, including but not limited to Form I-9, within the required time frame.

Background checks will be completed in accordance with Utah law and School policy prior to any employee commencing work.

New employees will be oriented with respect to School policies and procedures.

New employees will be provided a copy of the School's Employee Handbook, and documentation of this will be maintained.

Information Technology Systems Security Plan

1. PURPOSE

The primary purpose of this Information Technology Systems Security Plan is to establish security measures that will help Ascent Academies of Utah (the “School”) protect sensitive data that is stored or maintained on its computer equipment, systems, and networks. The School is required to establish this Plan pursuant to Utah Administrative Code Rule R277-487 and the School’s Information Technology Security Policy.

2. SCOPE AND APPLICABILITY

This Plan is applicable to employees, volunteers, and third-party contractors of the School. The School will use this Plan to protect its computer equipment, systems, and networks from, among other things, unauthorized access, inappropriate disclosure, and compromise.

This Plan works in conjunction with the School’s Information Technology Security Policy, Student Data Privacy and Security Policy, Family Educational Rights and Privacy Policy and Administrative Procedures, Data Governance Plan, and policies and procedures pertaining to the School’s electronic resources and devices.

This Plan contains security measures related to the following:

1. System Administration;
2. Network Security;
3. Application Security;
4. Endpoint, Server, and Device Security;
5. Identity, Authentication, and Access Management;
6. Data Protection and Cryptography;
7. Monitoring, Vulnerability, and Patch Management;
8. High Availability, Disaster Recovery, and Physical Protection;
9. Incident Responses;
10. Acquisition and Asset Management; and
11. Policy, Audit, and E-Discovery Training.

3. ROLES AND RESPONSIBILITIES

The School’s contracted IT provider functions as the School’s IT Security Manager and will help the School implement this Plan and comply with it. The responsibilities of the IT Security Manager set forth in this Plan supplement the responsibilities of the IT Security Manager outlined in the School’s Data Governance Plan, which include the following:

1. Overseeing IT security at the School;

2. Helping the School to comply with IT security laws applicable to the School;
3. Providing training and support to School employees on IT security matters;
4. Investigating complaints of alleged violations of the School's IT security policies, procedures, or plans;
5. Investigating alleged security breaches of the School's IT systems; and
6. Reporting periodically to the School's Board of Directors on the security of the School's IT systems.

Please refer to the School's Data Governance Plan to review the data privacy and security roles and responsibilities of the School's Student Data Manager, employees, educators, volunteers, and third-party contractors.

4. COMPLIANCE

School employees, volunteers, and third-party contractors must comply with this Plan. Failure to comply shall result in consequences for the person or entity up to and including removal of access to the School's computer equipment, systems, and networks. If such access is required for employment or contracted services, employees and third-party contractors may be subject to dismissal.

5. REPORTING

All persons who are granted access to the School's computer equipment, systems, and networks are expected to be careful and aware of suspicious communications and unauthorized use of the School's IT assets. When School personnel or other users become aware of suspicious activity, they shall immediately contact the Student Data Manager or IT Security Manager with the relevant information.

6. SYSTEM ADMINISTRATION

System administration is a critical function that provides management of the School's information systems that contain sensitive data, including personally identifiable student data. If malicious actors compromise system administration, they have access to the School's sensitive data and information systems.

The School's information systems will be administered by the IT Security Manager. The IT Security Manager will use a combination of preventative, detective, forensic, and audit controls to protect system administration channels from exploitation by attackers.

7. NETWORK SECURITY

It is essential for the School to protect its network from both internal and external malicious actors. The School recognizes that appropriate network security procedures are necessary for identifying, evaluating, controlling, and mitigating network vulnerabilities and for protecting the School's technology assets.

The IT Security Manager will manage the School's network according to industry best practices. In so doing the IT Security Manager will provide a secure and robust computing environment at the School; protect the School's information technology assets and systems; and preserve the privacy of sensitive data belonging to the School's employees, students, and associated entities.

All wireless access networks at the School shall conform to current best practices and shall utilize at minimum WPA encryption for any connections. No wireless access point shall be installed on the School's network that does not conform to current network standards as defined by the IT Security Manager.

The School 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.

8. APPLICATION SECURITY

Web application vulnerabilities account for the largest portion of attack vectors outside of malware. To help protect the School from harm, it is essential to perform security assessments of web applications used by the School.

The IT Security Manager shall perform a security assessment of all web applications that are used (or will be used) by the School to house sensitive data. The purpose of the security assessments is to identify potential or realized weaknesses. Any vulnerabilities found in a web application used by the School shall be remediated. If serious vulnerabilities in a web application cannot be remediated, the web application shall be removed.

The IT Security Manager shall determine which web application security assessment tools to use.

9. ENDPOINT, SERVER, AND DEVICE SECURITY

The School understands the importance of preventing, detecting, and remediating attacks and compromises of the School's computers, servers, and other computing devices.

School employees' computers or computing devices shall not be left unattended and unlocked for extended periods of time, especially when logged into sensitive systems or data, including personally identifiable student or employee data. Automatic log off, locks, and password screen savers should be used to enforce this requirement.

The IT Security Manager shall ensure that all servers at the School undergo a security audit and evaluation before they are used by the School. Administrative access to servers shall be password protected. Any and all new servers must be registered and

approved by the IT Security Manager. The maintenance and support of all new servers should be managed by the School's IT Security Manager, if possible.

The School shall install, distribute, and maintain spyware, malware, and virus protection software on all School-owned technology assets, including computers, computing devices, and servers.

Server rooms and telecommunication rooms/closets shall be protected by appropriate access control which segregates and restricts access from general office areas at the School. Access control shall be enforced using keys, electronic card readers, or another similar method. Only IT and other School personnel whose job functions require access to such rooms shall be allowed unescorted access.

Before any third-party contractor is allowed access to any computer system, server room, or telecommunication room, the contractor shall be required to present a company issued identification card and his or her access must be confirmed directly by the School employee who issued the service request or by the IT Security Manager.

10. IDENTITY, AUTHENTICATION, AND ACCESS MANAGEMENT

The School shall grant access to its systems and network in accordance with the principles of least privilege and need-to-know. In addition, the School shall require unique identities and authentication in order to access the School's systems and network. This will ensure that users are identifiable and unable to repudiate their activities on the School's systems and network.

Passwords are a critical component of information security and the school shall enforce strong password management. All individual passwords connected to the use of the School's computer equipment, systems, and networks shall:

1. Be created and maintained in accordance with industry best practices;
2. Be maintained in a manner that reduces the threat of unauthorized access to sensitive data;
3. Be treated as confidential information and not be shared with anyone; and
4. Not be inserted into email messages or any other forms of electronic communication.

Any user suspecting that his or her password may have been compromised shall report the incident to the IT Security Manager and change all passwords.

11. DATA PROTECTION AND CRYPTOGRAPHY

One of the most effective ways to achieve data security is through encryption. To read an encrypted file, a person must have access to a secret key or password that enables the person to decrypt it.

Where technologically feasible, the School shall utilize encryption when transmitting sensitive data over the network.

All computers and other computing devices owned by the School, such as desktop computers, laptops, and tablets, that connect to the School's network and that may contain or transmit personally identifiable data must be configured to encrypt such data on any internal hard drive. Users must protect these devices from unauthorized use or access.

Personally identifiable data shall not be stored on external storage media such as external hard drives, flash drives, or DVDs unless such storage is authorized by the Student Data Manager and the personally identifiable data on the external storage media is encrypted. Users must protect these external storage media from unauthorized use or access.

All employees or other users that need assistance or guidance on encrypting sensitive data on any School computer or device described in this section shall contact the IT Security Manager.

12. MONITORING, VULNERABILITY, AND PATCH MANAGEMENT

This area is concerned with minimizing the School's attack surface through the detection and mitigation of vulnerabilities and the early detection of intrusions.

The IT Security Manager shall:

1. Monitor the School's network so that it may detect and investigate security incidents when they occur;
2. Engage in effective vulnerability management and penetration testing in order to detect and remediate vulnerabilities when they occur in the School's computer equipment, systems, and applications; and
3. Perform regular patch management in order to maintain the School's information systems in a secure state.

13. HIGH AVAILABILITY, DISASTER RECOVERY, AND PHYSICAL PROTECTION

Procedures related to high availability, disaster recovery, and physical protection are intended to make it possible for the School to continue to operate successfully in the face of adversity, which may range from mild, routine failures of School computers to severe natural or man-made catastrophes.

The School will ensure the availability and recoverability of the School's data and data systems in accordance with industry best practices.

Physical access to the School's data centers shall be governed by the same access requirements applicable to server rooms and telecommunications rooms at the School.

14. INCIDENT RESPONSES

All incidents of network or system shutdown or failure shall be reported to the IT Security Manager immediately. The IT Security Manager shall utilize industry standards and current best practices in responding to and resolving such incidents.

Incidents involving a data breach shall be reported to the Student Data Manager who, along with the IT Security Manager, shall follow the data breach protocol set forth in the School's Data Governance Plan.

15. ACQUISITION AND ASSET MANAGEMENT

The School shall follow its purchasing and procurement policies when purchasing technology equipment.

The School will track, support, and manage all of its acquired technology assets (hardware and software) in a reasonable and effective manner.

16. POLICY, AUDIT, AND E-DISCOVERY TRAINING

The School shall provide training on its policies as required by law. This includes providing training to its employees, aids, and volunteers regarding information technology security matters on an annual basis. The School shall also provide training on audits and e-discovery as required by law.

17. REVIEWS AND AUDITS

The IT Security Manager shall periodically review the School's security policies, procedures, plans. The IT Security Manager shall ensure that security and privacy audits are performed as required by this Plan or by law.

Meal Charges Procedure

A. PURPOSE AND BACKGROUND

- 1) The National School Lunch Program (“NSLP”) and National School Breakfast Program (“NSBP”) are programs that Ascent Academies of Utah (“AAU” or the “School”) offers.
- 2) The purpose of this procedure is to explain how AAU will notify parents/guardians about: money owed for student meals; the School’s procedures for providing meals if students’ accounts are delinquent; and to assure and remind parents and School employees that students will never be confronted or embarrassed about money owed for school meals.

B. INFORMATION PROVIDED TO PARENTS

- 1) Prior to or at the beginning of each school year, parents shall receive information from AAU regarding:
 - a) School meals;
 - b) Prices for the meals;
 - c) How parents may provide payment for meals; and
 - d) The NSLP and NSBP and how students may qualify for reduced-price or free meals under the programs, including an application for free or reduced-price meals.
- 2) AAU shall provide the information described above as follows:
 - a) Information will be provided to Ascent students and families regarding school meals, prices, payments and how to qualify and apply for free and reduced school meals through the following means; school newsletter at the beginning of the school year, printed and available at Back-to- School Night and given to all students on the 1st day of school. It will also be printed and available in the school office beginning at Back-to-School Night and throughout the school year. It will also be posted on the Ascent Child Nutrition Director’s blog found on the Ascent website.
 - b) During Back-to-School Night AAU, will provide applications for free/reduced-price meals to parents, both by providing printed copies and by providing access to a computer to fill out an electronic application online. AAU will also have a computer set up during parent teacher conferences for the purpose of filling out an electronic application online. The application is accepted year round and available in a variety of languages at: <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>. The School will provide paper applications for parents who do not have access to online forms.
- 3) Prior to or at the beginning of each school year, and upon a student transferring to the School during the school year, AAU will provide to the parent of each student a

written copy of this procedure by having the newsletter which lists the information above in section 1 available at the front office year- round for parents to access. This procedure will also be posted on the School's website at www.ascentutah.org, under the lunch tab section. Students, parents, and the School community were involved in developing these communication procedures.

If a parent or family qualifies for one of the following programs SNAP, FEP, FRRIP, or Medicaid and has not received a qualification for free or reduced-price lunch letter before school starts, the parent should contact the School food service director at wglathar@ascentutah.org. Parents should also contact the School food service director for questions about the NSLP or NSBP or for assistance with applying for free or reduced-price school meals.

C. PAYMENTS AND SCHOOL VERIFICATION

- 1) AAU must verify at some point in each student's meal service that the meal is reimbursable or non- reimbursable.
- 2) AAU will credit meal payments from parents to the student's account within 48 hours, working with banking holidays and schedules. This assures all funds are accurately applied to meal accounts as soon as possible before students are selecting school meals.
- 3) If a student/family qualifies for free meals, no payments are due.
- 4) If a family qualifies for reduced-price meals, the school will charge no more than \$.30 for breakfast. Per Utah Code § 53F-2-423, students who have qualified for reduced-price meals are not required to pay for lunch at the school. Therefore, the school will not charge such students for lunch at the school.
- 5) Parent payment options for student meals may include:
 - a) Parents may make online payments, using debit or credit cards, for one or all of their students, allocating the funds to individual student's accounts. There are additional fees for making payments by credit card through the School website. To make an online payment through the School website, parents must click on the lunch tab and go to the link for instant payments. A third party handles all online payments; and
 - b) Parents may make payments to the School by mail or hand delivery. Payments should clearly indicate the account to which the funds should be credited (student's name and amount, if several students attend the school). AAU also accepts payments by check and/or cash at the School.

D. IDENTIFICATION OF DELINQUENT ACCOUNTS

1) AAU will identify accounts weekly and notify parents by email of negative balances. AAU may ask students to take notifications addressed to the parent home with them; **however, the School will not tell students to “remind” their parents to send money to the School. It is the parents’ responsibility to pay the student’s account. Asking students to remind parents is inappropriate.**

2) The School may use any of the following options (or other reasonable options) for student meals if a student’s meal account is inadequate:

- a) Student may bring a sack meal from home; and
- b) School may continue to provide an alternate meal to students and notify parents that the School will use collection efforts to pay for meals. The School shall maintain documentation of parent notice.

3) If a student’s account is delinquent, the School may offer the student an alternate meal and charge the students account \$1.00 for that meal, instead of serving a full meal at the full price.

4) Despite the foregoing, students who have qualified for free meals are not required to pay for meals at the school and will never be denied a meal by the school. In addition, per Utah Code § 53F-2-423, students who have qualified for reduced-price meals are not required to pay for lunch at the school and will never be denied a lunch by the school.

E. DELINQUENT BALANCES AND OTHER PROCEDURES

1) There is a -\$15.00 limit on charge accounts. After the limit we may provide an alternate meal and charge the student’s account \$1.00.

2) Lunch accounts with an unpaid balance from a previous school year will not be allowed to charge meals. Students will be allowed to bring a full cash payment for their meal that day, but no charging will be allowed until all past due funds are paid in full.

3) We will notify parents of students with delinquent balances in their school lunch accounts by such methods as:

- a) Weekly e-mail on accounts from negative \$.01-\$19.99;
- b) Phone Call from negative \$20.00 to \$35.00; and
- c) Account turned over to collections negative \$150.00 and above.

4) If no payment is received, the account will be turned over to a collection agency when the student’s account becomes negative \$150. (No federal funds may be used for the collection of funds). AAU will notify parents at least twice annually concerning their procedures for the collection of past-due accounts.

5) AAU may complete an application for free/reduced-price meals on behalf of the

parents, if School personnel have knowledge of the parents' financial circumstances and parents give permission. The School will notify parents that an application has been completed on their behalf ("Eligibility Manual for School Meals," July, 2015, pg. 45).

6) If a student repeatedly has no money in the student's school lunch account and no student meals are provided from home, School officials will consider the circumstances in the home (e.g., potential abuse or neglect, homelessness, etc.) and may contact the AAU social worker and/or Child Protective Services.

7) AAU will use collection agencies to collect on delinquent accounts.

F. FACULTY/STAFF/PATRONS

1) As a Child Nutrition Program, our responsibility is to the students of AAU. We love when parents, grandparents, older siblings, Aunt, Uncles, Family Members, Teachers, Aides, Administration and any visitors come to have lunch with our students and in our school. Parents and guests may purchase lunch using their student's accounts if there are funds in the account to cover the meals. All non-student meals are \$3.50. When any other account besides student accounts hit a zero balance (\$0.00), meals may be denied until funds or a receipt for funds being deposited into the account that day is presented to the point of sale person. Employee negative balances will be deducted from final paychecks.

2) The School will annually provide a copy of this procedure to all School personnel who are responsible for or involved in:

- a) Collecting payment for meals at the time of meal service;
- b) Notifying parents of delinquent accounts;
- c) Collection efforts for delinquent accounts;
- d) Distributing this procedure and other information about the NSLP and NSBP; and
- e) Enforcing any aspect of this procedure.

G. CLARIFICATION

1) The procedures above regarding charging for meals, alternate meals, and denial of meals do not apply to students who have qualified for free meals as they are not required to pay for meals at the school, nor do they apply to the lunches of students who have qualified for reduced-price meals as such students are not required to pay for lunch at the school.

H. REVIEW OF PROCEDURES

1) The School will review this procedure annually and revise it as the School deems necessary.

Public Education Engagement and Exit Survey Procedures

Ascent Academies of Utah (the “School”) recognizes the importance of understanding factors that influence public educator satisfaction and the reasons public educators choose to leave the School or public education in general. The School believes that collecting such information may help the School improve their educators’ morale, engagement, and job satisfaction, as well as help the School improve its recruitment and retention of educators.

The School shall abide by Utah Code § 53G-11-304 and Utah Administrative Code Rule R277-325 with respect to the administration of the Public Education Engagement Survey and the Public Education Exit Survey.

The purpose of these administrative procedures is to help the School comply with all requirements related to the surveys as set forth in the law.

Definitions

“Educator” for purposes of these administrative procedures means:

- (a) a general education classroom teacher;
- (b) a preschool teacher;
- (c) a special education teacher; or
- (d) a school based specialist.

“Public Education Engagement Survey” for purposes of these administrative procedures means the model Public Education Engagement Survey referenced in and available at R277-325-3(2)(a).

“Public Education Exit Survey” for purposes of these administrative procedures means the model Public Education Exit Survey referenced in and available at R277-325-3(2)(b).

Administering Surveys

Public Education Engagement Survey

The School shall request that its educators complete the Public Education Engagement Survey, at a minimum, every other year beginning in the 2019-20 school year. Except as provided below with respect to new educators, the School shall request that its educators complete the Public Education Engagement Survey in the opposite years from those in which it administers the school climate survey described in Rule R277-623 (for example, if the School administers the school climate survey in the 2020-21 school year, the School should request that its educators complete the Public Education Engagement survey in the 2019-20 school year).

With respect to new educators, the School shall request that its new educators complete the Public Education Engagement Survey every year for the first three years the educator is in the profession.

Public Education Exit Survey

The School shall request that an educator leaving the School complete the Public Education Exit Survey at the time of the educator's separation from employment with the School.

Survey Providers

The School shall use a USBE-approved online provider or a provider approved by the LEA to administer the Public Education Engagement Survey and Public Education Exit Survey. If the School administers the Public Education Engagement Survey or the Public Education Exit Survey through a provider other than a USBE-approved online provider, the School shall provide the data from the surveys to the State Superintendent by June 30 annually in a manner prescribed by the State Superintendent.

Survey Questions

The School may add additional questions to the model Public Education Engagement Survey or Public Education Exit Survey when it administers such surveys to its educators, but any additional questions:

- (a) must allow each educator to remain anonymous;
- (b) must not request the educator's CACTUS ID number; and
- (c) may ask each educator to voluntarily identify the educator's school.

Survey Results

Only the School's Lead Director, Campus Directors, Board of Directors, and appropriate personnel specifically authorized by the Lead Director may have access to results of the Public Education Engagement and Exit Surveys.

The Lead Director shall implement whatever protective measures are necessary to prevent the identification of educators who complete the surveys, including but not limited to:

- (a) instructing educators to not share personally identifiable information in their survey responses; and
- (b) redacting any personally identifiable information that educators inadvertently (or intentionally) include in survey responses before giving access to the survey results to authorized individuals identified in the paragraph above.

Religion and Education Procedures

Purpose

Ascent Academies of Utah (the “School”) recognizes, protects, and accommodates the rights of religious practice and expression guaranteed by state and federal laws and by the constitutions of Utah and the United States.

The purpose of this procedure is to help School personnel protect and accommodate individual religious belief and rights of conscience in the School.

General Rules Regarding Religion and Education

The School expects School personnel to foster mutual understanding and respect for all individuals and beliefs. Study about religion is an important part of a complete education and is necessary to achieving an understanding of history, societies, and cultures throughout the world. School curricula – including activities, discussions, assignments, displays, and performances – may refer to religious thought and expression, provided such references are designed to achieve specific educational objectives.

School personnel should neither promote nor disparage any religious, agnostic or atheistic belief or religion in general. Teaching about religion should be objective, thus avoiding any implication that religious doctrines have the endorsement of school authority. School personnel should recognize that religious holidays are observed in various ways, or not observed at all, based upon the influence of ethnic tradition, family style, or religious conviction.

Students may refrain from participation in any aspect of school that violates a religious belief or right of conscience of the student or of the student’s parent or guardian.

The School shall not, in any aspect of school:

- a. require or incentivize a student to affirm or deny the student’s or the student’s parent or guardian’s religious belief or right of conscience;
- b. engage a student in a practice that violates or is contrary to the student’s or the student’s parent or guardian’s religious belief or right of conscience; or
- c. penalize or discriminate against a student for refraining from participation due to the student’s or the student’s parent or guardian’s religious belief or right of conscience.

A student’s parent or guardian may waive the student’s participation in any aspect of school (e.g., activities, discussions, and assignments) that the parent or guardian feels would violate the parent or guardian’s or the student’s rights of conscience or religious belief. Such waivers must be communicated in a timely manner to the appropriate School authorities.

Implementation

1. The Lead Director or Campus Directors will periodically review these procedures with teachers and staff. This review will stress the School's expectation that School personnel will recognize, protect, and accommodate religious belief and individual rights of conscience in the operation of the School, while fostering mutual understanding and respect for all individuals and beliefs.
2. The School encourages teachers and employees at the School to discuss, equitably and with civility, and, if possible, resolve with students, parents, and guardians, any concerns regarding curricular content, activities, or student participation.
3. Students, parents, and legal guardians will be provided with a copy of these procedures annually through the posting of the procedures on the School's website.
4. A student, or parent or legal guardian of a student, may make a complaint to the Lead Director or Campus Director that a portion of the curriculum, a School activity, or the conduct of a School employee violates state or federal law insofar as it "endorse[s], promote[s], or disparage[s] a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint." See Utah Code § 53G-10-202(4).
5. The Lead Director may discuss annually with the Board any requests for accommodation, or complaints about religion in the curriculum, made within the last year in order to determine how the School can more effectively recognize, protect, and accommodate religious belief and individual rights of conscience in the operation of the School. In discussing these matters with the Board, the Lead Director will take care to protect the privacy rights of those who made complaints or requests. The Lead Director may also submit the written record of each complaint received and any decisions made regarding such complaints to the Board President.

Waivers of Participation

1. When a student refrains from participating in any aspect of school that violates the student's or the student's parent or guardian's religious belief or right of conscience, the School:
 - a. Shall promptly notify the student's parent or guardian;
 - b. May offer an alternative that does not violate the student's or the student's parent or guardian's religious belief or right of conscience; and
 - c. May not require the student or the student's parent to explain, defend, or justify the student's or the student's parent or guardian's religious belief or right of conscience.
2. In addition, if a student refrains from a portion of a course or to a course in its entirety under Utah Code § 53G-10-205, the parent and School may work together to establish an alternate academic accommodation, which allows the student to

demonstrate mastery of Core Standards or alternate standard, consistent with Utah Code § 53G-6-803(7) and Utah Code § 53G-10-205(2)(b).

3. When a student's parent or guardian waives the student's participation in any aspect of school that the parent or guardian feels would violate the student's or the student's parent or guardian's religious belief or right of conscience, the parent or guardian shall communicate that waiver (preferably in writing) as soon as possible to the Lead Director or Campus Director so that an appropriate alternative for the student can be considered.

4. The School will keep, for a reasonable time, a written record of every waiver of participation based on religious belief or right of conscience.

Complaints Alleging Violation of Law

If a complaint is made by a minor student, the Lead Director or Campus Director will give written notice to the student's parent or legal guardian by email to the parent or legal guardian's last known email address.

The Lead Director or Campus Director, student, the student's parent or legal guardian, and the teacher or employee responsible for the program in question will meet to discuss the complaint, and the Lead Director or Campus Director will arrive at a decision, consistent with state and federal law, whether to alter the curriculum or activity, substitute another activity, or deny that the curriculum or activity is in violation of law. The Lead Director or Campus Director will give a written decision as soon as practical under the circumstances.

The School will keep, for a reasonable time, a written record of every complaint and any decisions made regarding each complaint.

Appeals Process

A student, parent, or legal guardian who is dissatisfied with a Campus Director's decision regarding complaints about curricula and activities perceived to be in violation of law may appeal that decision within ten (10) days to the Lead Director. The Lead Director will review the complaint of the student, parent, or legal guardian and the decision of the Campus Director and may modify the Campus Director's decision.

A student, parent, or legal guardian who is dissatisfied with the Lead Director's decision regarding complaints about curricula and activities perceived to be in violation of law may appeal that decision within ten (10) days to the Board President. The Board President will review the complaint of the student, parent, or legal guardian and the decision of the Lead Director and may modify the Lead Director's decision. At the sole discretion of the Board President, a committee of his or her choosing may be formed to review the complaint and the decision of the Lead Director. If the Board President

decides to form a committee to consider the appeal, the student and student's parent or guardian will be notified.

The Board will keep, for a reasonable time, a written record of every appeal and any decisions made regarding each appeal.

The decision of the Board President will be final.

Safety Procedures

The Lead Director will ensure that a safety committee is established at each campus that is comprised of the Campus Director, a teacher, a non-teacher employee, and at least one parent selected by the Campus Director. These committee members may add others to the committee as they see fit. For instance, the committee may wish to include police officers, firefighters, or paramedics or other individuals with safety expertise that may benefit the School. The committee will meet at least three (3) times each year to discuss matters related to the safety of the School for students, employees, and visitors, including but not limited to the School's emergency response plan, building access procedures, School procedures for things such as carpooling and parking lot safety, School activities, the condition of the School's building(s) and equipment, the causes of recent student and employee accidents, the existence of conditions in and around the School that could pose a safety risk. The committee may make recommendations regarding feasible ways to reduce any risks identified.

The Campus Director will ensure that the School building and equipment are inspected at least annually in order to identify any potentially unsafe conditions. The School will maintain a written record of the inspections and corrective actions for any unsafe conditions that were identified.

All accidents that result or that may be expected to result in any injury and/or require any medical treatment will be documented.

Any incidents that may result in claims against the School or the School's insurance must be promptly reported to the Campus Director. The Campus Director will report such incidents to the Lead Director, who will make a report to the School's insurance carrier as necessary.

Any property damage incidents such as vandalism, theft, or break in will be reported to the police.

Sex Education Instruction Procedures

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

In accordance with state law, all sex education instruction or instructional programs will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. Specifically, the School will:

- teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;
- teach personal skills that encourage individual choice of abstinence and fidelity; and
- obtain prior parental consent before any sex education, maturation education, or other instructional program.

Each Campus Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Campus Director. If possible, the committee will also include health professionals and school health educators. Each committee will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction or a maturation education program. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction or a maturation education program must be approved by the School's Board of Directors in an open meeting. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

- The intricacies of intercourse, sexual stimulation or erotic behavior;
- The advocacy or encouragement of the use of contraceptive methods or devices; or
- The advocacy of premarital or extramarital sexual activity.

The School will comply with the Utah Family Educational Rights and Privacy Act,

Utah Code § 53E-9-202 through -203 and obtain parental consent prior to any sex education instruction, maturation education, or other instructional program. At no time will a student be in the classroom during any sex education instruction, maturation education, or other instructional program unless an approval form signed by the student's parent/guardian is on file. The parental notification form will:

- a) explain a parent's right to review proposed curriculum materials in a timely manner;
- b) request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education;
- c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction or maturation education is presented and discussed;
- d) be specific enough to give parents fair notice of topics to be covered;
- e) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and
- g) be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with requirements of the Utah Family Educational Rights and Privacy Act.

Snow and Ice Removal Procedures

The School contracts with a company for snow removal services on a yearly basis. The service agreement extends to cover all expected months of snowfall. When snowfall accumulations are expected to reach or exceed two inches, the removal company is responsible for clearing all walks, parking areas, entrances and exits, and hardscape playground areas. In addition to pushing snow, salt and/or ice melt is distributed throughout the parking lot and on all walkways. The contracted company is instructed to schedule the School's snow removal as close as possible to the times of arrival and departure of students and staff as these times are the heaviest for pedestrian traffic. During winter break, the snow removal company is responsible for clearing snow and distributing salt and ice melt.

When accumulations are less than two inches, shovels, other snow removal equipment and ice melt are stored at the School. The Campus Director or designated employee(s) monitor the conditions of the campus's sidewalks and walkways, is responsible to remove the snow from walkways and distribute ice melt on walks. If snow melts and results in ice patches, it is the Campus Director's decision as to how to proceed. The Campus Director may call the contracted company for additional salt and ice melt, or more commonly, may distribute or direct an employee to distribute ice melt on walkways. Effort is made to address ice patches and snow prior to student and staff arrival and throughout the day to minimize slipping hazards.

Staff Code of Conduct

Purpose

Ascent Academies of Utah (the "School") is committed to providing an environment where its students and staff feel safe, respected, and comfortable. The School is also dedicated to upholding the trust that has been vested in the School by the parents of its students and the community at large. The School understands that these objectives cannot be met unless its staff engages in appropriate, responsible behavior and is held to high standards of conduct. This code of conduct establishes and sets forth the standards of conduct required of the School's staff.

Definitions

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

(a) A "boundary violation" may include the following, depending on the circumstances:

- (i) isolated, one-on-one interactions with students out of the line of sight of others;
- (ii) meeting with students in rooms with covered or blocked windows;
- (iii) telling risqué jokes to, or in the presence of a student;
- (iv) employing favoritism to a student;
- (v) giving gifts to individual students;
- (vi) educator initiated frontal hugging or other uninvited touching;
- (vii) photographing individual students for a non-educational purpose or use;
- (viii) engaging in inappropriate or unprofessional contact outside of educational program activities;
- (ix) exchanging personal email or phone numbers with a student for a non-educational purpose or use;
- (x) interacting privately with a student through social media, computer, or handheld devices; and
- (xi) discussing an educator's personal life or personal issues with a student.

(b) A "boundary violation" does not include:

- (i) offering praise, encouragement, or acknowledgment;
- (ii) offering rewards available to all who achieve;
- (iii) asking permission to touch for necessary purposes;
- (iv) giving pats on the back or a shoulder;
- (v) giving side hugs;
- (vi) giving handshakes or high fives;
- (vii) offering warmth and kindness;
- (viii) utilizing public social media alerts to groups of students and parents; or
- (ix) contact permitted by an IEP or 504 plan.

2. “Staff” or “staff member” means an employee, contractor, or volunteer of the School with unsupervised access to students.

Code of Conduct

1. A staff member shall avoid boundary violations with students.
2. A staff member shall not subject a student to:
 - (a) physical abuse;
 - (b) verbal abuse;
 - (c) sexual abuse; or
 - (d) mental abuse.
3. A staff member shall report any suspected incidents of:
 - (a) physical abuse;
 - (b) verbal abuse;
 - (c) sexual abuse;
 - (d) mental abuse; or
 - (e) neglect.
4. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.
5. A staff member shall not make inappropriate contact in any communication with a student, including written, verbal, or electronic communications, regardless of the age or location of the staff member or student.
6. A staff member shall not give a gift to a student that would reasonably suggest or further an inappropriate relationship. A staff member may give small gifts or rewards to all students who achieve a certain objective or goal so long as such gifts or rewards are provided uniformly. A staff member may accept, but not solicit, a nominal appropriate personal gift from a student for the staff member’s birthday, a holiday, or a teacher appreciate occasion, consistent with School policy and Utah ethics law.
7. A staff member shall not employ favoritism, provide special favors, or give preferential treatment to a student or group of students in violation of law.
8. A staff member shall not discriminate against a student on the basis of sex, race, religion, or any other prohibited class.
9. A staff member shall comply with all School policies regarding appropriate use of electronic resources, electronic devices, and social media. A staff member shall avoid interacting privately with a student through social media, computer, or handheld devices and shall never interact with a student – publicly or privately – through such means for non-academic purposes.

10. A staff member shall not possess or drink an alcoholic beverage in the School or on School grounds. In addition, a staff member shall not drink alcohol during work hours, whether on or off School grounds.
11. A staff member shall not use tobacco in any form nor use an e-cigarette or vape devices (or any other similar electronic oral device) in the School or on School grounds. Staff members shall comply with the Utah Indoor Clean Air Act in the School, on School grounds, and during work hours.
12. A staff member shall not use, control, possess, distribute, sell, or arrange for the sale of an illegal drug or controlled substance, an imitation controlled substance, or drug paraphernalia in the School, on School grounds, or during work hours.
13. A staff member is required to:
 - (a) report any suspicion of child abuse or bullying to the proper authorities;
 - (b) annually read and sign all policies related to identifying, documenting, and reporting child abuse; and
 - (c) with respect to a staff member who is an employee or contractor, annually attend abuse prevention training required in Utah Code Ann. § 53A-13-112.
14. A staff member shall report the following to the School's Lead Director:
 - (a) known violations of this code of conduct; and
 - (b) known violations of the Utah Educator Standards contained in R277-515.
15. This code of conduct shall be posted on the School's website.
16. The School intends for this code of conduct to be consistent with the provisions of Utah Administrative Code R277-517.

Student Injury Reporting Procedures

All student injuries, including but not limited to cuts, abrasions, bruises, and sprains, occurring at school or during school-sponsored activities must be reported to the office on a Student Injury Report Form by the individual with the most firsthand knowledge of the incident. Depending on the nature of the injury, the student's teacher, the Campus Director, or a member of the office staff will notify the student's parent(s) of the injury. Unless the severity of the injury requires emergency medical assistance for the student, school personnel will consult with the student's parent(s) regarding medical treatment for the injury.

Student Transfer Procedures

Transferring FROM District TO Ascent Academies of Utah

- Obtain records request information from student registration packet
- Contact school or district as identified on the completed "Request for Records" form to obtain Fax number or email address to send request for records.
- Send student SSID and grade level via email to office manager and principal of school student is transferring from. Then send paper "Request for Records" form via mail to school.
- File Request for Records form in student file.
- If records are not received within 30 days, contact school or district.

Transferring TO District FROM Ascent Academies of Utah

- Refer to information completed on Student Withdrawal Notice.
- Once a request for records or Student Withdrawal Notice is received at AAU from the school or district:
 - Exit student from SIS using appropriate exit code.
 - Update lottery information to reflect withdrawn code.
 - Gather all student records including cumulative file and any special education records.
 - Process files for mailing.
 - File Student Withdrawal Notice and copy of student transcript electronically or in student file.
 - Mail files.
- If a records request is not received within five days of receipt of Student Withdrawal Notice, contact the identified district or school to determine if student has registered.
 - If student has registered ask school to send a request for records. Once a request for records is received follow the steps above to exit student and send the files.
 - If a student has not registered
 - Contact parent to determine student's status.
 - If parent indicates student will be enrolled within the next couple of days wait for the school to send the records request.
 - If unable to contact parent after several attempts contact the student's home district and provide district with the information.

Time and Effort Documentation Procedures

These procedures are established in accordance with the Time and Effort Documentation Policy adopted by the School's Board of Directors.

1. All employees paid in whole or in part with federal funds, employees whose salaries are used to meet a matching/cost sharing requirement, and employees who are paid in whole or in part with state restricted funds are required to provide time and effort documentation that accurately and reasonably represents the work that has been performed during the period being reported on.
 - a. **Semi-Annual Certification** – This certification must be submitted by/for employees who work solely on a single cost objective during the six-month period being reported on.
 - i. Semi-Annual Certifications must:
 1. Be completed at least twice a year. For example, they could be submitted for the periods July 1 through December 31, and January 1 through June 30;
 2. Be submitted after the last day of the period being reported (*i.e.*, after the fact – the certification must reflect an after-the-fact distribution of the actual activity);
 3. Account for the total activity for which the employee is compensated;
 4. Be signed by the employee or a supervisor with direct knowledge of the work performed; and
 5. Be submitted on an approved form.
 - ii. Semi-Annual Certification forms will include the following:
 1. Name and title of the employee;
 2. Name and title of the employee's supervisor;
 3. Name of the cost objective the employee worked on;
 4. Period being reported on;
 5. A certification statement certifying the employee has spent 100% of their time on the stated cost objective;
 6. Whether time, effort, and salary are being used for cost sharing or matching purposes, and if so, for which program(s);
 7. Signature of the employee or the employee's supervisor who has direct knowledge of the work performed; and
 8. Date Signed by the employee or the employee's supervisor (Note: Cannot be dated prior to the end of the period covered by the certification).
 - b. **Personnel Activity Report (PAR)** – This report must be submitted by/for employees who work on multiple cost objectives. PARs must support the distribution of employees' salaries and wages that meet the standards outlined below.
 - i. A PAR must:

1. Provide a written record of the employee's work activities used to document that employee's time to a cost objective;
 2. Be completed at least monthly and be supported by the employee's work activities (should be submitted after the last day of the month being reported on, that is, after the fact – the PAR must reflect an after-the-fact distribution of the actual activity, not a budget estimate);
 3. Account for the total work activity for which the employee is compensated;
 4. Coincide with one or more pay periods;
 5. Be signed by the employee; and
 6. Be submitted on an approved form.
- ii. PAR forms will include the following:
1. Name and title of the employee;
 2. Name and title of the employee's supervisor;
 3. Name of the cost objectives the employee worked on;
 4. Period being reported on (e.g., January 1 through January 31);
 5. A certification statement stating that the distribution of the employee's time is an accurate representation of the work performed;
 6. Whether time, effort, and salary are being used for cost sharing or matching purposes, and if so, for which cost objective;
 7. Distribution of time (by percentage, e.g., 70% Title I, 30% Special Education) by account, function, program, location;
 8. Time being reported must represent but cannot exceed 100%;
 9. Signature of the employee;
 10. Date signed by the employee (Note: Cannot be dated prior to the end of the period covered by the PAR); and
 11. Sick time, vacation time, etc. (if applicable) must be coded proportionally to the different programs.
2. Payroll records must reconcile with the time and effort documentation.
 3. A reconciliation of payroll records and time and effort documents will be done on a regular basis. Adjustments will be made and discussed, as necessary.
 4. If an employee's salary is being used for cost sharing/matching purposes, then this needs to be identified on the employee's time and effort form. Once a salary has been used for matching purposes or a portion of the salary, then the salary, or portion thereof, that has been used may not be used as matching/cost sharing funds for another program.
 5. If assignments change, it is the School's responsibility to inform the School's accounting and payroll staff so that payroll records, budgets, etc. can be updated.
 6. Upon termination of employment, an employee must submit their final time and effort documentation prior to receiving their final payment.

7. Time and effort procedures will be periodically reviewed by School administration and the accounting and payroll staff. Updates due to changes in rules or regulations will be made in a timely manner, as necessary.
8. Employees will receive appropriate training on time and effort documentation, as necessary.
9. The School will keep a copy of all time and effort documentation (Semi-Annual Certifications, PARs, payroll reports, etc.) in accordance with the School's record retention practices or 3 years from the date of submission, whichever is greater, as required by 2 CFR § 200.334.
10. The signatures required herein may be either handwritten or electronic signatures.

Administrative Procedures Toilet Training

These procedures are established in accordance with the Toilet Training Policy established by the School's Board of Directors.

Students Who are not Toilet Trained

In the event a student seeking to enroll in the School is not toilet trained, or if a student who is already enrolled in the School is found to not be toilet trained, the School shall:

- (a) consider whether the student's lack of toilet toileting may be a sign of a disability that could impact the student's education, including by conducting an initial evaluation consistent with the School's child find obligations, if appropriate; and
- (b) determine whether the student is not able to be toilet trained because of a disability that is described in the student's IEP or Section 504 plan.

The School may, consistent with its lottery and enrollment policies, enroll a new student or maintain the enrollment of an existing student who is found to not be toilet trained if the School determines that the student is not able to be toilet trained because of a suspected disability that is subject to federal child find requirements or that is described in an IEP or Section 504 plan.

However, if the School determines that neither of these exceptions apply with respect to the student, the School shall:

- (a) in the case of a student seeking to enroll in the School, not enroll the student in the School; and
- (b) in the case of a student who is already enrolled in the School, unenroll the student from the School.

Video Usage Procedures

AAU believes that movies, videos, and other audiovisual materials are important tools in the educational process. All media must be used legally and appropriately in achieving legitimate educational objectives. The following guidelines represent the School's procedures regarding how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

All School employees must comply with federal copyright laws and publisher licensing agreements. A rented or privately owned movie or video may only be shown in the classroom provided fair use requirements are satisfied and the movie or video must be directly related to the curriculum and of material assistance to the curriculum and lesson objectives.

The showing of movies and videos must be limited to specific educational purposes. A full-length video, or clip thereof, shall not be shown in school unless its content is relevant to the curriculum and specific educational objectives, is appropriate to the age and maturity of the students, is a productive use of class time, and will not cause classroom disruption. **Educator must preview media in its entirety prior to showing media to students or asking students to view media outside of the classroom as part of an assignment. It is the educator's responsibility to ensure the video being shown meets all of these requirements.**

Videos accessible through the Utah Educational Network (UEN) and original Safari Mongage content constitute the primary resource of audiovisual support materials and should be considered first by teachers who want to show movies or videos in the classroom.

Assuming compliance with the fair use requirements outlined in this procedure, a full-length rented or privately owned movie or video may only be shown if it has received prior approval from the School's Campus Director using the Activity Request form.

Use the following MPAA rating guidelines when determining if a video is appropriate based on the age and maturity of your audience.

1. G or TV-G – grades K-9 (parent approval not required)
2. PG or TV-PG – grades K-9 with parent approval
3. PG-13 or TV-14 – grade 9 with parent approval

For movies needing parent approval:

- a) Permission letter must identify the name of the movie, rating, the reason for the rating, and the purpose of the movie.
- b) Alternate activity must be provided if parent approval not provided.

Volunteer Procedures

“Volunteer” means any person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved by the School.

School volunteers are an important part of the educational team and can make a significant difference in the lives of students. The School’s volunteer program can provide a rich resource of community members who can assist faculty and staff in diverse ways.

Responsibilities and Expectations

Volunteers shall perform volunteer services under the supervision of an assigned school employee and shall have the approval of the Campus Director to perform such volunteer services.

Volunteers are expected to follow the direction of the school employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.

In the course of volunteering for the School, volunteers may be asked to deal with confidential information. The School expects that volunteers shall keep such information in the strictest confidence.

In accordance with School policy regarding Religion and Education, volunteers must maintain strict neutrality regarding religion while performing volunteer services for the School.

Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may preclude the volunteer from continuing to serve the School. Serving as a volunteer in the educational setting is not an entitlement, and the School is not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by the Campus Director for any reason or no reason, including but not limited to situations where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

Appointing and Managing Volunteers

The School will adhere to the following guidelines in the selection and management of volunteers.

1. Assess the needs, special qualifications and requirements for any positions for which volunteers are being considered in order to determine whether it will be appropriate to have volunteers in those positions.
2. Based on the foregoing analysis, develop a process to ensure that qualified individuals are selected to fill volunteer positions.

3. Make sure that volunteers are aware of the policies and procedures that apply to their activities so that they know what may and may not be done.
4. Create a system for each volunteer as appropriate to keep track of hours spent and activities performed.

Background Checks

Pursuant to Utah Code § 53A-1a-512.5(1), volunteers who will be given significant unsupervised access to a student in connection with the volunteer's assignment (including but not limited to transporting students in a vehicle) must receive a criminal background check as a condition for appointment to that position.

The volunteer must be given the opportunity to respond to any information received through the background check. The School's administration will consider such information prior to deciding whether to appoint or retain the volunteer.

Immunity from Liability and Workers' Compensation

Under Utah state law, volunteers performing volunteer services under the general supervision of a school employee are immune from liability with respect to any decisions or actions, other than in connection with the operation of a motor vehicle, taken during the course of those services, unless it is established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

An approved volunteer is considered a government employee for purposes of receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided by law.

Volunteer Committee Procedures

Ascent Academies of Utah strives to create a community of learners, which includes not only the student, but also the entire family. At AAU, we believe parental participation is key to a child's educational success. Parents are therefore encouraged to provide service to the School as volunteers.

There will be many opportunities and a wide variety of ways for parents to volunteer at each campus. Each Campus Director is responsible to ensure that there are a sufficient variety of opportunities available so that all parents, regardless of the circumstances, will have a chance to volunteer.

Committees

Each Campus Director will have authority over the establishment of Ascent parent volunteer committees at their campus. The purpose of volunteer committees is to support the School in accomplishing its mission and to assist with various aspects of School operations. Committee chairs are responsible to lead their committee under the ultimate direction of and coordinate their committee's activities with the Campus Director and any other designee appointed by the Campus Director. Committee chairs are also required to maintain communications with School personnel to assess and meet classroom, school, fundraising and extracurricular needs. Committee chairs may be School employees or volunteers. The Campus Director may remove any committee chair at any time and for any reason or no reason.

Each Campus Director will establish practices to ensure effective and efficient communication and coordination with committee chairs.

AAU may also establish a parent collaboration committee composed of the chairperson of each committee at each of the School's campuses. This committee could meet four times each year with the Lead Director and all Campus Directors to discuss school needs, share ideas, discuss successes and challenges, and share resources. Since volunteers at charter schools can sometimes feel isolated, the collaboration of this community of volunteers will enhance the effectiveness of volunteer efforts across the School's network.

Appendix A

Activity Request Form

This form must be completed for all extra-curricular activities and also for classroom activities outside of the regular curricular instruction, such as classroom movies, classroom parties, classroom guest speakers, etc. Provide completed form to the Campus Director at least one week prior to activity for approval.

Lead Contact Person _____

Phone _____ **Email** _____

Title of Event or Activity _____

Activity Date _____ **Time** _____ *to* _____

Location _____

Please describe the activity (including classes involved):

If this is a fundraising activity, what will the funds be used for?

If this event is held on school premises after school hours, please describe your plan for supervising attendees and providing building security.

If this activity is held offsite, please describe your plans for transportation.

What staffing resources will you need? Be specific – for example, if you need teachers or administration at the activity please state.

What supplies, materials, furnishings, technology, etc. will you need the school to provide?

If this activity will support instruction, please provide a summary of the curriculum tie-in and the State Standards/Objectives addressed with this activity:

Curriculum tie-in _____

Standards/Objectives addressed _____

What food or beverage items will be available? This information is required on the parent permission form:

PARENT PERMISSION FOR FOOD ACTIVITY

Parents **must** receive notice of the activity at least one week prior and must provide **signed** permission for their child to participate in food activities. The permission must include a list of the specific food and beverage items students will have access to consume. Efforts will be made to provide an alternate activity to students who cannot participate. **Attach a copy of the parent notice and permission form. The activity will NOT be approved unless a copy of the parent permission letter is provided.** A sample parent permission form can be found below.

Media Usage

This form must be used when showing any movie or portion of a movie and be shown according to copyright law.

MPAA Rating _____ (Note: PG and TVPG and require permission. PG-13 and TV14 may only be shown to grade 9 and require permission.)

Parental permission required? _____

If yes, attach a copy of the permission letter.

Identify the Standards/Objective from the state core that are directly related to the video and explain how the media will enhance student learning. May not be applicable if a class party; please state.

CAMPUS DIRECTOR APPROVAL

APPROVE

COMMENTS

DISAPPROVE

COMMENTS

Campus Director Signature _____

Date _____

The office will retain a copy for school files and a signed copy will be provided to the individual initiating the activity request.



PARENT NOTICE AND PERMISSION FOR FOOD IN THE CLASSROOM

I give my permission for my child _____ to participate in the food activity described below:

Date of activity: _____

Foods available to my child:

Your signature below indicates your permission for your student to participate, which includes eating the foods that will be available.

Parent Name (printed): _____

Parent Signature: _____



PARENT NOTICE AND PERMISSION FOR FOOD IN THE CLASSROOM

I give my permission for my child _____ to participate in the food activity described below:

Date of activity: _____

Foods available to my child:

Your signature below indicates your permission for your student to participate, which includes eating the foods that will be available.

Parent Name (printed): _____

Parent Signature: _____

Appendix B

Administration of Medication Forms

ASTHMA SELF-ADMINISTRATION FORM

Today's Date _____

Student Name _____ Birth Date _____

Address _____ City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION:
Name _____
Phone _____

HEALTH CARE PROVIDER AUTHORIZATION

The above-named student is under my care. I believe that it is medically appropriate for the student to self-administer asthma medication and be in possession of asthma medication at all times. The medication prescribed for this student is:

Name of Medication _____

Type of Medication _____

Dosage _____

Possible Side Affects _____

Signature of Health Care Provider _____ Date _____

PARENT/GUARDIAN AUTHORIZATION

I authorize my child to carry and self-administer the medication described above consistent with Utah Code § 53A-11-602.

I do not authorize my child to carry and self-administer this medication. Please keep my child's medication with appropriate school personnel.

My child and I understand there are serious consequences, which may include suspension, for sharing any medications with others.

Parent/Guardian Signature _____ Date _____

Authorization of School Personnel to Administer Medications

Name of Student: _____

DOB: _____

Address: _____

Home Phone: _____

Parent/Guardian: _____

Cell Phone: _____ Work Phone: _____

Emergency Contact: _____

Phone: _____

Student's
Teacher: _____

Name of licensed health care provider completing form: (Please Print)

Licensed Health Care Provider's Statement:

1. Name/type of medication: _____

2. Dosage/amount to be given: _____

3. Frequency/times to be administered: _____

4. Duration (week, month, indefinite, etc.): _____

5. Anticipated reactions to medication (symptoms, side effects for underdose/overdose, etc.)

Signature of Licensed Health Care Provider

Date

Parent/Guardian Request/Approval

I hereby request and give my permission for the above-named student to receive the specified medication as stated in the above instruction from the health care provider. I understand that the school administration will designate specific staff to administer

medication, train staff, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I further understand that school personnel who provide assistance (administration of specified medication so noted) and employers of such staff are not liable, civilly or criminally, for any adverse reaction suffered by my child as a result of taking the medication so indicated or discontinuing the administration of the medication in keeping with the procedure outlined above.

Signature of Parent/Guardian

Date

DAILY MEDICATION ADMINISTRATION LOG FOR SCHOOL YEAR

Student _____
 _____ Teacher _____ Grade _____

Medication/Do se/Ti me	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	A																															
	u																															
	g																															
	.																															
	S																															
	e																															
	p																															
	t.																															
	O																															
	c																															
	t.																															

Medication/Do se/Ti me	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	N																															
	o																															
	v																															
	.																															
	D																															
	e																															
	c																															
	.																															
	J																															
	a																															
	n																															
	.																															

Medication/Do se/Ti me	M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	O																															
	n																															
	t																															
	h																															

Medication Date/Name/Amount Brought to School

Date	Name of Medication	Amount	Date	Name of Medication	Amount	Date	Name of Medication	Amount

Medication Name	Date Discarded	How Discarded	Two Signatures

DIABETES SELF-ADMINISTRATION FORM

Today's Date _____

Student Name _____ Birth Date _____

Address _____ City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION:
Name _____
Phone _____

HEALTH CARE PROVIDER AUTHORIZATION

The above-named student is under my care. I believe that it is medically appropriate for the student to self-administer diabetes medication and be in possession of diabetes medication at all times. The medication prescribed for this student is:

Name of Medication _____

Type of Medication _____

Dosage _____

Possible Side Affects _____

Signature of Health Care Provider _____ Date _____

PARENT/GUARDIAN AUTHORIZATION

I authorize my child to carry and self-administer the medication described above consistent with Utah Code § 53A-11-602.

I do not authorize my child to carry and self-administer this medication. Please keep my child's medication with appropriate school personnel.

My child and I understand there are serious consequences, which may include suspension, for sharing any medications with others.

Parent/Guardian Signature _____ Date _____

**EPINEPHRINE AUTO INJECTOR (EAI)
AUTHORIZATION FORM**

Date _____

Student Name _____ Birth Date _____ Grade _____

Address _____ City _____

I, _____, parent/guardian of above named student, certify that the epinephrine auto injector has been prescribed for him/her. I request that the student's school (named above) identify and train school personnel who volunteer to be trained in the administration of Epinephrine Auto Injector (EAI) medication in accordance with Utah Code Ann. § 26-41-104. I authorize the administration of EAI medication in an emergency to the student in accordance with Utah Code § 26-41-104.

Parental Responsibilities

- The parent/guardian is to furnish the Epinephrine Auto Injector (EAI) medication and bring it to the school in the current original pharmacy container bearing a pharmacy label with the child's name, medication name, administration time, medication dosage, and healthcare provider's name.
- The parent/guardian, or other designated adult will deliver to the school and replace the EAI medication within two weeks if the EAI single dose medication is given.
- If student has a change in his/her prescription, the parent/guardian is responsible for providing the newly prescribed information and dosing information as described above to the school. The parent/guardian will complete an updated EAI Authorization Form before the designated staff can administer the updated EAI medication prescription.
- The parent/guardian will complete, sign and deliver an EAI Self-Administration Form if the student is to possess EAI medication at all times.

*I give permission for the school designee to contact my child's health care provider if clarification is needed to administer EAI medication. I agree to meet the parental responsibilities listed above. **I give permission for school personnel to release personal and medical information about my child if necessary in a health-related emergency situation.** I understand this completed and signed form authorizes designed school personnel to administer epinephrine in emergency situations consistent with Utah Law.*

Parent Signature _____

Date _____

Phone Number _____

Emergency Number _____

EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION FORM

Today's Date _____

Student Name _____ Birth Date _____

Address _____ City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION:

Name _____

Phone _____

HEALTH CARE PROVIDER AUTHORIZATION

The above-named student is under my care. I believe that it is medically appropriate for the student to self-administer epinephrine via an auto injector, when able and appropriate, and be in possession of such medication at all times. The medication prescribed for this student is:

Name of Medication _____

Type of Medication _____

Dosage _____

Possible Side Affects _____

Signature of Health Care Provider _____ Date _____

PARENT/GUARDIAN AUTHORIZATION

I authorize my child to carry and self-administer the medication described above consistent with Utah Code § 53A-11-602.

I do not authorize my child to carry and self-administer this medication. Please keep my child's medication with appropriate school personnel.

My child and I understand there are serious consequences, which may include suspension, for sharing any medications with others.

Parent/Guardian Signature _____ Date _____

GLUCAGON AUTHORIZATION FORM

Date _____

Student Name	Birth Date	Grade
Address	City	

I, _____, parent/guardian of above named student, certify that glucagon medication has been prescribed for him/her. I request that the student's school identify and train school personnel who volunteer to be trained in the administration of glucagon medication in accordance with Utah Code Ann. § 53A-11-603. I authorize the administration of glucagon medication in an emergency to the student in accordance with Utah Code § 53A-11-603.

Parental Responsibilities

- The parent/guardian is to furnish the glucagon medication and bring it to the school in the current original pharmacy container bearing a pharmacy label with the child's name, medication name, administration time, medication dosage, and healthcare provider's name.
- The parent/guardian, or other designated adult will deliver to the school and replace the glucagon medication within two weeks if the glucagon single dose medication is given.
- If student has a change in his/her prescription, the parent/guardian is responsible for providing the newly prescribed information and dosing information as described above to the school. The parent/guardian will complete an updated Glucagon Authorization Form before the designated staff can administer the updated glucagon medication prescription.
- The parent/guardian will complete, sign and deliver a Diabetes Medication Self-Administration Form if the student is to possess glucagon medication at all times.

*I give permission for the school designee to contact my child's health care provider if clarification is needed to administer glucagon medication. I agree to meet the parental responsibilities listed above. **I give permission for school personnel to release personal and medical information about my child if necessary in a health-related emergency situation.** I understand this completed and signed form authorizes designed school personnel to administer epinephrine in emergency situations consistent with Utah Law.*

Parent Signature _____

Date _____

Phone Number _____

Emergency Number _____

MEDICATION ERROR/ADVERSE REACTION REPORTING FORM

STUDENT'S NAME _____

DATE AND TIME OF _____

OCCURRENCE _____

REPORT TO PARENT, DATE AND TIME _____

REPORT TO PHYSICIAN (IF NECESSARY), DATE AND TIME _____

DETAILS OF OCCURRENCE:

FOLLOW-UP:

SIGNATURE OF SCHOOL PERSONNEL DATE

CAMPUS DIRECTOR DATE

Medication Administration Training Form

Campus Director _____
 Training _____
 Trainer _____

As school personnel designated by the Campus Director to administer medication(s), we have been trained in the following procedures and responsibilities:

_____ a: How to properly administer medication as per health care provider's written orders.

_____ b: Dosage and time of administering medication(s).

_____ c: Overview of prescribed medication(s) that may be administered at the school.

1. Indications
2. Side effects
3. Symptoms of adverse reactions

_____ d: Proper maintenance of records.

1. Individual medical parent/guardian permission forms
2. Daily administration tracking
3. Placement of forms

_____ e: Requirements for delivery of medication(s) to school, labeling of medication(s), and storage of medication(s).

_____ f: Legal responsibilities for administering medications.

_____ g: How to report and document an adverse reaction or medication error.

_____ h: Parent/guardian and/or student's responsibilities.

Personnel designated and trained to administer medication

Signature	Initial	Position	Date

Appendix C

Application for Home School Dual Enrollment

Under Utah State law, a parent is required to enroll and send a school-age minor (6-18) to a public or private school during the school year. A school-age minor may be excused from attendance for part of the school day if the school-age minor is taught at home in the subjects prescribed by the State Board of Education for the same length of time as school-age minors are required by law to be taught in the public school. **Ascent Academies Dual Enrollment Policy allows a student to be dually enrolled, but the student must attend Ascent Academy $\frac{3}{4}$ of the school day and home school dual enrollment may not exceed $\frac{1}{4}$ of the school day. For an exemption and student withdrawal for a portion of the school day, please complete this form.**

This application applies only to the school year indicated. A new application must be submitted annually.

School Year: _____ Current Grade Level: _____

Student's Name: _____ Date of Birth: _____

Address: _____

Phone: _____

Father/Guardian: _____

Mother/Guardian: _____

For what amount of the school day will the student be taught at home (in minutes): _____

Please identify the time of day that the student will not be attending school:

Please indicate the subjects to that will be taught at home: _____

Please explain your reason for home schooling your student:

Please check if either statement applies to your child:

My child may have a disability which could qualify him/her for state or federal services consistent with the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. § 1401 et seq.). Please contact me with further information.

My child has an Individual Education Plan (IEP) under IDEA (20 U.S.C. § 1401 et seq.). My decision to home school does not imply that the public school has not offered a free and appropriate public education. I understand that my decision to home school my child will require the IEP team to address how this will affect the implementation of my child's IEP and possibly revise the IEP.

As they apply to the above named student, I shall comply with state laws and regulations governing the home instruction program in that the student is taught in the subjects prescribed by the State Board of Education in accordance with the law for the same length of time as school-age minors are required by law to be taught in the district schools.

Parent/Guardian Signature: _____

Date: _____

Return this application to the school.

Approval

Campus Director Signature: _____

Date: _____

Appendix D

Building Rental Agreement

Applicant's Name: _____ Date: _____

Applicant's Address: _____ City: _____ Zip: _____

Phone: Home _____ Business _____ Cell _____

Type of Activity:

Facilities Used by:

Campus and Area(s) or Room(s) Requested:

Month	Date(s) Requested	Year	From	To

TO BE COMPLETED BY SCHOOL

Facility	Rental Fee per Hour	Hours	TOTAL	Deposit
			\$	50%
			\$	50%
			\$	50%
			\$	50%
			\$	50%
Personnel Required	Staff Charge per Hour	Hours	TOTAL	Deposit
			\$	100%
			\$	100%
			\$	100%
EQUIPMENT	Describe:		\$	
TOTAL CHARGE for use of facilities as described above:			\$	\$
TOTAL CHARGE FOR ACTUAL USE OF FACILITIES			\$	\$

As users of the school facilities, we assume all responsibility for the activity and will not violate any city, county or state law. We understand and agree to comply with all rental policies of the school. Any loss or damages to buildings, equipment or grounds as a

result of this activity will be fully reimbursed including court costs or damages as a result of any suit which might be instituted by any person as a result of use of these facilities.

We hereby acknowledge having received, read and agree to abide by the school's rental policies. We acknowledge that the school may terminate this agreement at any time for any reason or no reason.

Applicant shall indemnify and defend the school and its affiliates, and their officers, directors, and employees and agents, from and against any and all costs, losses, damages and liabilities (including, without limitation, reasonable attorneys, fees, interest and any penalties) incurred or suffered by the school or any of its affiliates (or any of their officers, directors, or employees) with respect to, in connection with or arising out of applicant's use of the school's facility.

\$1,000,000.00 ACTIVE LIABILITY insurance is required by all applicants. A certificated of insurance shall be attached to this agreement.

\$_____ Cleaning Deposit has been collected with this agreement.

Signature of Applicant: _____

Signature of School Personnel: _____

Appendix E

*****CONFIDENTIAL***
Child Abuse and Neglect Reporting Form**

Oral report made to Administrator: Date: _____ Time: _____

Child's Information:

Name: _____ Age: _____ Birth Date: _____ Sex: _____
Address: _____

Parent/Guardian Information:

Father Name: _____
Father Address: _____
Father Telephone: _____
Mother Name: _____
Mother Address: _____
Mother Telephone: _____
Guardian/Caretaker Name: _____
Guardian/Caretaker Address: _____
Guardian/Caretaker Telephone: _____

Circumstances leading to the suspicion that the child is a victim of abuse or neglect: _____

Time and date of observations: _____
Additional information: _____

Oral report made to:

Agency: _____
Individual's Name: _____
Date: _____ Time: _____

Written report sent to:

Agency: _____
Individual's Name: _____
Date: _____ Time: _____

Reporting Individual:

Name: _____
Signature: _____
Date: _____

Administrator:

Name: _____
Signature: _____
Date: _____

Do not place this form in the student's file.

Appendix F

Expulsion Letter Sample

_____, 20____

Mailed via Certified Mail, Return Receipt Requested [or hand delivered] on:

_____, 20____

[[names]]
[[Address]]

Dear [[names]],

I am writing in regard to your child’s recent alleged violation of Ascent Academies of Utah policy and Utah Code regarding _____.

School policy prohibits _____.

Section _____ of the school’s Safe Schools Policy provides as follows:

Due to the recent events that allegedly occurred at the school’s _____ campus on _____, 20_____, involving _____, your child has been [[suspended from school for the remainder of the 20____ - _____ school year]].

You have the right to request, within ten (10) working days of receipt of this letter, a due process hearing in order to contest this decision.

If you request a hearing, the Board President will appoint an impartial hearing officer, who may be a school employee, to conduct the hearing.

The suspension takes effect immediately and will continue for the period specified above unless you request a hearing in a timely manner and the hearing officer determines otherwise.

If you do not request a hearing within ten (10) working days of receiving this notice, the decision to expel will be final, and your right to oppose the decision will be waived.

Please feel free to contact me if you have any questions regarding the process outlined above.

Sincerely,

[[name]]
Lead Director, Ascent Academies of Utah

Appendix G

Expulsion/Suspension Due Process Hearing Letter Sample

_____, 20____

Mailed via Certified Mail, Return Receipt Requested [or hand delivered] on:

_____, 20____

[[names]]
[[Address]]

Dear [[names]],

I am writing in regard to your request for a Due Process Hearing regarding the expulsion/suspension of your student, _____, from Ascent Academies of Utah for violation of school policy and Utah Code regarding _____.

The name of the Hearing Officer that will be conducting the Due Process Hearing is _____.

The Due Process Hearing will be held at

Date: _____
Time: _____
Place: _____

The purpose of the Due Process Hearing will be to discuss circumstances, evidence, and issues related to the alleged violation(s) by your student of school policy that prohibits _____.

The Hearing Officer will conduct the hearing on the record and shall:

- (a) Ensure that a written record of the hearing is made;
- (b) Consider all relevant evidence presented at hearing;
- (c) Allow the right to cross-examine witnesses unless she/he determines that the right must be limited to protect the witness from ostracism, retaliation, or reprisal;
- (d) Allow all parties a fair opportunity to present relevant evidence;
- (e) Allow all parties to examine all relevant records; and
- (f) Issue a written decision including findings of fact and conclusions

Rules for the Due Process Hearing are as follows:

- (a) Formal rules of evidence do not apply;
- (b) No discovery is permitted;
- (c) Parties may have access to information contained in the school's files to the extent permitted by law (i.e., FERPA);
- (d) Hearings closed to press and public;

(e) Evidence presented to the Hearing Officer after the hearing shall not be considered; and

(f) The Hearing Officer may excuse people or suspend the hearing if persons involved are abusive, disorderly, disruptive, or refuse to abide by rules.

All parties have the right to appeal the Hearing Officer's decision, in writing, to the President of the school's Board of Directors within ten (10) working days after receipt of the Hearing Officer's decision.

Please feel free to contact me if you have any questions regarding the process outlined above.

Sincerely,

[[name]]
Lead Director, Ascent Academies of Utah

Appendix H

Field Trip Authorization Form

INFORMATION

Scheduling Teacher _____ classes involved: _____

Location of Field Trip

Proposed Date of Field Trip _____ Time _____ to _____

Identify the standards/objectives from the state core & explain how you will use the field trip as an extension of your curriculum:

PROPOSED COST

Transportation Type: _____	A. Total \$
Admission – students, teachers, volunteers, etc.	B. Total \$
Donation or Fee Requested Per Student \$ _____	C. Total Expected \$
Ascent's Cost C – (A + B)	Cost \$

It is the responsibility of the scheduling teacher to assure satisfactory payment arrangements are made PRIOR to the field trip.

PERMISSION FORM

Please provide a copy of the permission form you will be sending to parents. At minimum the form must include: Location, type of transportation, times, requested donation (or fee for grades 7-9). In addition, the form should include lunch options for students as applicable. It is the teacher's responsibility to communicate the field trip and lunch arrangements with the lunchroom manager at LEAST five school days prior to the field trip. Written permission must be received PRIOR to the field trip or the student will be unable to attend.

CAMPUS DIRECTOR APPROVAL

APPROVED **NOT APPROVED**

Signature _____ **Date** _____

After completed by Campus Director please return the original to the scheduling teacher and copy will be retained by the office.

Appendix I

Food and Concession Sales Authorization Form

Food and concession sales that occur between midnight and 3:30 pm on a school day MUST be pre-approved by the Child Nutrition Director at least one week prior to the activity. Sales during the school day MUST conform to USDA Smart Snacks in School nutrition standards. Guidelines for the Smart Snacks in School can be found at <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>

Individual Submitting Form _____ Campus _____

Date(s) and Time(s) of Activity _____

Purpose of Activity _____

Items to be Sold for Concessions (must be specific):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Purpose of the funds raised from sales:

Who will be selling the food items - staff, students or volunteers?

I agree that the above dates/times are correct and a complete list of all food being sold is described above:

Signature _____ **Date** _____

To Be Completed by CNP Director

APPROVED

NOT APPROVED (reason) _____

Signature _____

Date _____

After completed by the CNP Director please return the original to the scheduling employee and file a copy for school records.

Appendix J

Habitual Disruptive Student Behavior Citation

[[date]]

Via Certified Mail

[[name]]
[[address]]

Re: Habitual Disruptive Student Behavior Citation concerning [[student name]]

Dear [[name]]:

This notice is to inform you that [[student name]]'s behavior has resulted in the issuance of this Habitual Disruptive Student Behavior Citation. Accordingly, the student will be referred to juvenile court as prescribed by Utah law.

The school has undertaken the following efforts in an effort to improve the student's behavior and avoid suspension, expulsion, or the issuance of this citation:

[[detail steps taken to help improve the student's behavior]]

Sincerely,

[[name]]
Campus Director
Ascent Academies of Utah

Appendix K

Habitual Truant Citation

DELIVERED VIA MAIL

Dear Parent/Guardian:

Your child, _____, now has ten (10) unexcused absences this school year.

Consistent with Utah Code 53A-11-101.7, this letter constitutes a habitual truancy citation.

The School has made earnest and persistent efforts to resolve student attendance problems.

You have the right to appeal this truancy citation in writing to the Campus Director within ten (10) days of being issued.

If you fail to appeal this citation, your student may be referred to the juvenile court.

Sincerely,

Campus Director

Appendix L

Informed Consent for Student to Ride with Parent Volunteer

The undersigned, the legal guardian of the minor student identified below, in consideration of participant's participation in the activity described below, do hereby provide this informed consent.

I understand that my student will be transported to and from the activity in a privately-owned vehicle driven by a volunteer parent driver. I understand that injury may result from an accident during transportation to and from the activity. I state that student is free from any known heart, respiratory or other health problems that could prevent student from safely being transported to and from the activity.

I certify that I have medical insurance or otherwise agree to be personally responsible for the costs of any emergency or other medical care that participant receives. I agree to release the School, the State of Utah, the sponsor of the activity and their agencies, departments, officers, employees, agents, and volunteers from the cost of any medical care that participant receives as a result of traveling to or from or participation in the activity.

Consent

Consent is expressly given, in the event of injury, for any emergency aid, anesthesia and/or operation, if in the opinion of the attending physician, such treatment is necessary.

Name of Parent Driver: _____

Description of Activity: _____

Date of Activity: _____

I have carefully read and understand the contents of the foregoing language, and I specifically intend it to cover participant's traveling to or from or participation in the above-referenced activity.

Student Name _____

Date _____

Parent/Guardian Name _____

Signature of Parent/Guardian _____

Appendix M

Notice of Compulsory Education Violation

DELIVERED VIA MAIL

Dear Parent/Guardian:

This letter is to inform you that your child, _____, now has five (5) unexcused absences this school year.

An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for an absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school.

A valid excuse or an excused absence means an absence resulting from:

- a) an illness;
- b) a death of a family member or close friend;
- c) a documented medical appointment;
- d) a family emergency;
- e) an approved school activity;
- f) a preapproved extended absence for a family activity or travel, consistent with school policy; or
- g) an absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.

Pursuant to School policy and state law, you ***must immediately contact the School to schedule a meeting*** with the Campus Director to discuss your child's attendance problems. Your cooperation in this matter is required.

State law also requires that we inform you that it is a Class B Misdemeanor for a student's parent/guardian to intentionally or recklessly fail to meet with school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year.

Sincerely,

Campus Director

Appendix N

Notice of Disruptive Student Behavior

[[date]]

Via Mail

[[name]]

[[address]]

Re: Notice of Disruptive Student Behavior concerning [[student name]]

Dear [[name]]:

This notice is to inform you that [[student name]] and a parent or guardian must (i) meet with me to discuss the student's disruptive student behavior; and (ii) cooperate with me in correcting the student's disruptive student behavior.

If the student engages in disruptive student behavior that does not result in suspension or expulsion three (3) more times during this school year, we will issue a habitual disruptive student behavior citation. Additionally, the student will receive a habitual disruptive student behavior citation if the student engages in disruptive student behavior that results in suspension or expulsion.

Please contact the school at _____ to schedule a time to meet and discuss these matters.

Sincerely,

[[name]]

Campus Director

Ascent Academies of Utah

Appendix O

Reimbursement for Expenses Form

You must complete this form in its entirety. In most cases reimbursement checks for employees will be delivered to the school and all other reimbursement checks will be mailed to the address provided below. **Please allow four weeks for processing.**

NAME _____ DATE _____

Please Circle: Employee – Parent – Other _____

Address _____

City _____ State ____ Zip _____

Phone _____ Signature _____

Date	Business Name	Description of Item or Service	Reimbursement Amount

Original receipts for all purchases MUST accompany this form.

Office Use Only

Account _____ Revenue Class _____

Campus Director Signature _____

I attest that a copy of this form and accompanying receipts have been filed at the school and the original form with original receipts have been submitted to Academica West for processing.

Submitting Official _____ Date _____

Appendix P

Student Data Disclosure Statement

Ascent Academies of Utah (the “School”) collects student data for two main purposes: to comply with state or federal law and to improve students’ educational experience. Student data enables the School to participate in state and federal education programs and to qualify for state and federal education funds. Student data also helps the School to better plan and personalize classroom instruction, increase student and teacher performance, and make informed decisions.

Student data collected by the School includes data defined as “necessary student data” and “optional student data” in Utah Code Ann. § 53A-1-1402(17)-(18). The School collects student data primarily through registration, but it also collects additional student data during the school year. The necessary and optional student data collected by the School is listed in the School’s Data Governance Plan, which is (or will soon be) available on the School’s website. The School does not collect a student’s social security number or, except as required in Utah Code Ann. § 78A-6-112, criminal record.

The School strives to not share a student’s personally identifiable student data unless the sharing is in accordance with the Utah Student Data Protection Act, Utah Family Educational Rights and Privacy Act, and the federal Family Educational Rights and Privacy Act. Except as allowed by law, the School will not share, externally, personally identifiable student data from a cumulative record without a data authorization. Examples of where the law allows the School to share personally identifiable student data without a data authorization include sharing such data with a school official, an authorized caseworker or other representative of the Department of Human Services, or a person to whom the School has outsourced certain services or functions that School employees would typically perform. Student data collected by the School and shared with outside parties is set forth in the School’s Metadata Dictionary, which is (or will soon be) available on the School’s website.

The School takes many measures to protect its student data. Student data stored digitally by the School is stored on computers and systems that are secured, maintained, and supported by qualified IT service providers. Confidential personally identifiable student data in print form is stored in secured, locked areas in the School.

A student’s rights under Utah’s Student Data Protection Act include:

- Each student owns his or her personally identifiable student data and may download, export, transfer, save, or maintain their student data, including a document;
- A student’s parent or guardian, or an adult student, has the right to be notified by the School if there is a release of the student’s personally identifiable student data due to a security breach;
- Except where otherwise provided by law, a student is entitled to have his or her student data expunged by the School if the student is at least 23 years old and requests that the School expunge his or her student data; and

- A student is entitled to receive a student data disclosure statement from the School.

The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.

Appendix Q

Student Injury Report

Name of Student _____

Parent/Guardian _____

Address _____ *Phone* _____

Grade _____ Age _____ Date of Injury _____ Time of Injury _____ []AM []PM

Location of Injury (including campus) _____

Reported to: _____ Time Reported: _____

Witnesses: _____

The accident occurred while the student was participating in:

- | | | |
|-----------------------------------|--------------|---|
| <u>Interscholastic Sports</u> | | <u>Other Activities</u> |
| <input type="checkbox"/> Practice | Sport: _____ | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Game | | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Travel | | <input type="checkbox"/> Physical Education |
| | | <input type="checkbox"/> On School |
| Grounds/Playground | | <input type="checkbox"/> Other? _____ |

Describe the accident: _____

Describe the injuries and any first aid provided: _____

Signature _____

Date

Reviewed by Campus Director _____

Campus Director

Date

This form should be completed by the school employee with the most first hand knowledge of the incident.

Appendix R



STUDENT WITHDRAWAL NOTICE

I, _____, the legal guardian of _____ date of birth _____, hereby notify Ascent Academies of Utah of my intentions to transfer my student to _____ in _____ District.

It is my choice my student's choice to leave AAU for the following reasons:

- relocation out of state
- relocation within state that makes transportation difficult
- unable to resolve conflict with teacher
- unable to resolve conflict with administration
- unable to resolve conflict with fellow student
- new school to offer class/program that AAU does not (please specify) _____
- dress code
- other

Last day of attendance at AAU: _____ Please note that if a gap in attendance exists between the last day at AAU and the first day of enrollment at the new school, these days are considered unexcused absences.

I have been provided with a copy of *Notice to Parents Regarding Un-enrollment of their Student from a Charter School*.

Signature: _____

Date: _____

Phone number: _____

Address: _____