VISION:
North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

PURPOSE:
To instill in our students a love of learning through enjoyable learning experiences, a progressive educational program in core subjects and a bi-literate curriculum, all in an environment of respect, parental involvement, and a strong sense of community.
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North Davis Preparatory Academy
Administration of Medication Policy

PURPOSE

The purpose of this policy is to authorize personnel of North Davis Preparatory Academy (the “School”) to administer medication to students consistent with applicable law.

The School’s Board of Directors (the “Board”) acknowledges that medication should typically be administered by a student or the student’s parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that School personnel who provide assistance in substantial compliance with a student’s licensed health care provider’s written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that School personnel act in a prudent and responsible manner in order to protect the health of students and the interests of School personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

POLICY

Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § 53A-11-601, regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in the administration of medication to students of the School during periods when the student is under the School’s control.

Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § 53A-11-604 in the event the School receives a glucagon authorization request from the parent or guardian of a student.

The School will comply with the requirements of Utah Code Ann. §§ 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision.

The School will comply with the requirements of Utah Code Ann. § 53A-11-603.5 regarding the emergency administration of seizure rescue medications, in the event any School personnel seeks to become a “qualified adult” under that provision.
In accordance with Utah Code Ann. § 26-55-104, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.

The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

The Principal will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective implementation of this policy. The School’s Principal will ensure that School personnel and parents are provided with information about this policy as needed.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Students are not prohibited from possessing and self-administering one day’s dosage of a non-prescription medication where the student’s maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

Medical Recommendations by School Personnel

The Principal will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § 53A-11-605 regarding medical recommendations by School employees.
Administration of Medication

*Administrative 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. Except for the case of non-prescription cough drops, 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. For non-prescription medication the medication must be in the original container identifying the type of medication.

(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 that:

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

b. The name of the medication prescribed for the student’s use.

The School will provide an acceptable form for parents to request that their student be allowed to possess and self-administer prescription medication.

**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.
North Davis Preparatory Academy
Arrest Reporting Policy

POLICY

The Board of Directors of the School recognizes the importance of receiving information regarding arrests of employees that are not licensed by the Utah State Office of Education in order to assist the School in adequately safeguarding the safety of students.

The Principal of the School will therefore establish administrative procedures that comply with the requirements of Utah Administrative Code R277-516-4.

The Board acknowledges the requirement that Board Members report arrests and convictions as set forth in R277-516-5.C.

NDPA Arrest Reporting Policy
REVISION A
Board Approval Date: 10-07-15
Arrest Reporting

Administrative 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-USOE-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 Principal within seven (7) days of receiving notification of this policy from the Principal. Thereafter, employees of the School must submit required reports to the Principal 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 Principal 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 Principal 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 Principal’s determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Principal 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 Principal will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.
ARTICLES OF INCORPORATION

OF

NORTH DAVIS PREPARATORY ACADEMY, INC.

We the undersigned natural persons all being of the age of eighteen years or more, acting as incorporators under the Utah Nonprofit Corporation and Cooperative Association Act, adopt the following Articles of Incorporation for North Davis Preparatory Academy, Inc.

Article I
Name

The name of the corporation is North Davis Preparatory Academy, Inc.

Article II
Duration

The period of duration of this corporation shall be 99 years or less.

Article III
Purpose

The specific purposes, but not limited to, for which the corporation has been formed are enumerated:

(a) To act and operate exclusively as a nonprofit corporation pursuant to the laws of the State of Utah, and to act and operate as a charitable organization in lessening the burdens of government, providing relief of the poor and distressed or under-privileged, and promoting social welfare by reducing unemployment through economic development.

(b) To engage in any and all activities and pursuits, and to support or assist such other organizations, as may be reasonably related to the foregoing and following purposes.

(c) To engage in any and all other lawful purposes, activities and pursuits, which are substantially similar to the foregoing and which are or may hereafter be authorized by Section 501(c)(3) of the Internal Revenue Code and are consistent with those powers described in the Utah Nonprofit Corporation and Cooperation Association Act, as amended and supplemented.

(d) To solicit and receive contributions, purchase, own and sell real and personal property, to make contracts, to invest corporate funds, to spend corporate funds for corporate purposes, and to engage in any activity “in furtherance of, incidental to, or connected with any of the other purposes.”

(e) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distributions in furtherance of the purposes set forth herein;
(f) No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code of 1954, as amended;

(g) The corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under 501(c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law).

**Article IV**

**Members/Stock**

The corporation shall not have any class of members or stock.

**Article V**

**By-Laws**

Provisions for the regulation of the internal the By-Laws. (U.C.A. Section 16-6a-206).

**Article VI**

**Directors**

The number of directors of this Corporation shall be three (3) or more than three, as fixed from time to time by the By-Laws of the Corporation. The number of directors constituting the present Board of Directors of the Corporation is three, and names and addresses of the persons who are to serve as directors until their successors are elected and shall qualify are:

Maureen Sims

Rebecca Farraway

Debra Tanzi

Sheldon L. Killpack

**Article VII**

**Incorporators**
The names and addresses of the incorporators are:

Maureen Sims
1068 W. 350 S.
Layton, UT 84041

Rebecca Farraway
376 S. 1125 W.
Layton, UT 84041

Debra Tanzi
3242 Twin Peaks Dr.
Layton, UT 84040

Sheldon L. Killpack
3406 So. 875 W.
Syracuse, UT 84075

Article VIII
Registered Office and Agent

The name and address of the Corporation's initial registered office shall be:

Corporation Service Company, Gateway Tower East, 10 East South Temple, Suite 900, Salt Lake City, Utah 84113. Such office may be changed, at any time, by the Board of Trustees without amendment of these Articles of Incorporation.

The corporation's initial registered agent at such address shall be:

Corporation Service Company

I hereby acknowledge and accept appointment as corporate registered agent:

Signature (Cynthia L. Harris – Asst. Secretary)

Article IX
Principal Place of Business

The principal place of business of this Corporation is 1765 W. Hill Field Road, Layton, Utah 84041. The business of this Corporation may be conducted in all counties of the State of Utah and in all states of the United States and in all territories thereof, and in all foreign countries as the Board of Trustees shall determine.
**Article X**  
**Distributions**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its trustees, officers, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended and supplemented, or (b) by a corporation, contributors to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended and supplemented.

**Article XI**  
**Dissolution**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended or supplemented, or shall be distributed to the federal government or to a state or local government for the public purpose. Any such assets not so disposed of shall be disposed of by the district Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In Witness Whereof, We Maureen Sims, Rebecca Farraway, Debra Tanzi, Sheldon L. Killpack have executed these Articles of Incorporation in duplicate this **13th** day of **April 2004**, and say:

That we are all incorporators herein, that we have read the above foregoing Articles of Incorporation; know the contents thereof and that the same is true to the best of our knowledge and belief excepting as to matters herein alleged upon information and belief and as to those matters we believe are to be true.
AMENDMENTS TO THE ARTICLES OF INCORPORATION
OF
NORTH DAVIS PREPARATORY ACADEMY, INC.,
A Utah Nonprofit Corporation

(Articles of Incorporation originally filed April 20, 2004)
(Registration Number 5628526-0140)

The undersigned, Monte Poll, hereby certifies that:

1. The name of this nonprofit corporation is North Davis Preparatory Academy, Inc., and the date of filing the original Articles of Incorporation of this corporation with the Department of Commerce, Division of Corporations and Commercial Code of the State of Utah is April 20, 2004.

2. I am the duly elected and acting President of North Davis Preparatory Academy, Inc., a Utah nonprofit corporation (the “Corporation”).

3. Pursuant to Sections 16-6a-1001(1)(a) of the Utah Revised Nonprofit Corporation Act (the “Act”), the Articles of Incorporation of the Corporation (the “Articles”) are hereby amended to include the following additional Articles XII, XIII, and XIV as set forth below (the “Amendments”).

4. The effective date of these Amendments is May 21, 2010.

5. The Amendments were lawfully adopted by the Board of Directors for the Corporation (the “Board”) in compliance with the Act pursuant to a majority vote of the Board in a duly noticed special meeting of the Board without any member action because the Corporation does not have any members.

ARTICLE XII
Approval and Removal of Board Members by USCSB

Notwithstanding any provision in the Articles to the contrary, Directors shall be appointed from time to time as provided in the Bylaws, subject to the approval of the Utah State Charter School Board (“USCSB”) as set forth below, and may be removed by the USCSB with or without cause. At the election or appointment of any new Director, the Corporation’s Secretary shall send notice to the Director of USCSB, by certified mail, return receipt requested. The notice shall include the identity of the nominated Directors and a request for approval of the appointment of the nominated Director. USCSB will have thirty (30) days to approve or reject the nomination of the Director. If USCSB fails to act within the thirty (30) days, the nomination will be deemed approved. The nominated Director may act as a Director, pending the approval or rejection of USCSB. A director may be removed by the USCSB at any time with or without cause. Notwithstanding anything in the Articles to the contrary, the provisions of this Article XII that provides USCSB with the right to approve and/or remove Directors will not be amended or altered without the prior written consent of the USCSB.
ARTICLE XIII
USCSB Provisions in Bylaws

The Bylaws of the Corporation (a) shall provide for the power of the USCSB to remove any Director and to approve or reject any elected or appointed Director as set forth in these Articles XII, XIII, and XIV, and (b) may not be altered in any way that diminishes the rights of USCSB without the approval of the USCSB.

ARTICLE XIV
Amendments to Articles

These Articles may be amended from time to time, in whole or in part, by the affirmative vote of a majority of the Board in office at the time of the amendment as provided for in Utah Code section 16-6a-1002(3)(d)(ii); provided that no amendment that diminishes the rights of the USCSB to approve or remove members of the Board shall be adopted without the approval of the USCSB. Any such amendments shall be consistent with the Corporation’s status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

IN WITNESS WHEREOF, the undersigned has certified that these Amendments adding Articles XII, XIII, and XIV were approved and adopted by the Corporation in compliance with the Act effective for all purposes as of the 21st day of May, 2010.
North Davis Preparatory Academy
Attendance Policy

POLICY

North Davis Preparatory Academy (the “School”) is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences and tardiness result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student’s permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

The School intends for this policy to be consistent with the provisions of Utah’s compulsory education laws, Utah Code Ann. §§ 53G-6-201 through 53G-6-208, as well as Utah Administrative Code Rule R277-607.

The Principal will establish attendance procedures consistent with this policy and applicable law and will ensure that the policy and procedures are distributed to parents.

Review

The School’s Board of Directors shall review this policy annually. The Board shall also annually review attendance data and consider revisions to this policy to encourage student attendance.

NDPA Attendance Policy
REVISION B
Board Approval Date: 10-07-20
Attendance

Administrative 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.

"Valid excuse" or “excused absence” means an absence resulting from:

a) an illness, which may be either mental or physical;
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 Section 504 accommodation plan, developed pursuant to relevant law.

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 ten times 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 (a) at least half of the school day; or (b) if the school-age child is enrolled in a learner verified program, as that term is defined by the State Board of Education, the relevant amount of time under the School’s Continuing Enrollment Policy. A school-age child may not be considered truant under this policy more than one time during one day.

Attendance Requirements: Students are allowed a maximum of 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.

**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.

**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 time-frame 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. Elementary students are allowed five (5) tardies per quarter. Middle school students are allowed three (3) tardies per class each quarter.

**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 will be notified when their student reaches the 4th unexcused absence of the year. Parents of elementary students will be notified when their child is tardy for the 4th time during a given quarter. Parents of Middle School students will be notified if their child is tardy for the 2nd time in a class for the given quarter. If the maximum limit for unexcused absences or tardiness is reached, the principal will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

**Grounds for an Appeal:** Students who believe that all or part of their absences and/or tardies should be considered excused may provide a written request to the administrator to review their case.

**Notice of Compulsory Education Violation**

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 and Board 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 or guardian to intentionally or recklessly 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) 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 or guardian has failed to make a good faith effort to ensure that the child receives an appropriate education, the issuer of the compulsory education violation shall submit to the Division of Child and Family Services the report required by Utah Code Subsection 53G-6-202(8) (also in accordance with the School’s Child Abuse and Neglect Reporting Policy).

**Truancy Intervention Program**

The School’s Truancy Intervention Program is established to encourage good attendance and to facilitate the processing of chronically truant students through evidence-based alternative interventions or the juvenile court. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- Annual notification of the School’s attendance policies will be provided to the parents of all students at the time of registration.
- 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(s) of the concern. The teacher will set up a conference with the student and/or the student’s parent(s) 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(s) 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(s) 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, considering alternatives proposed by the parent, or providing the parent 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, a certified letter will be sent to the parent(s) requesting a formal meeting with the administrator to resolve the attendance problems. A copy of the letter and mailing certificates 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

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;
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

In accordance with Utah Code § 53G-8-211(4), the School shall refer a school-age child for prevention and early intervention youth services, as described in Section 62A-7-104, by the Division of Juvenile Justice Services for being a habitual truant if the school-age child refuses to participate in an evidence-based alternative intervention described in Utah Code § 53G-8-211(3)(b), including:
- a mobile crisis outreach team;
- a youth services center operated by the Division of Juvenile Justice Services;
- a youth court or comparable restorative justice program; or
- other evidence-based interventions created and developed by the School or other governmental entities as set forth in Subsection 53G-8-211(3)(b)(v).

The School may refer a school-age child who is a habitual truant to juvenile court or a law enforcement officer or agency if the student refuses to participate in an evidence-based alternative intervention described in Subsection 53G-8-211(3)(b) and fails to participate in prevention and early intervention youth services provided by the Division of Juvenile Justice Services as provided above.

A referral to juvenile court or a law enforcement officer or agency will include:
1. Attendance records for the student;
2. A report of evidence-based alternative interventions used by the School before the referral, including outcomes.
3. 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;
4. a report from the Division of Juvenile Justice Services that demonstrates the minor’s failure to complete or participate in prevention and early intervention youth services as set forth in Utah Code § 53G-8-211(4); and
5. Any other information that the School considers relevant.
North Davis Preparatory Academy
Background Check Policy

POLICY

The purpose of this policy is to protect the safety, health and security of North Davis Preparatory Academy (the “School”) students, employees, and property.

The School will comply with the provisions of Utah Code § 53A-15-1503 and Utah Administrative Code R277-516 regarding employee background checks. In order to protect the health and safety of all students and protect the property of the School, the School requires (a) all Board members, (b) all potential employees and (c) any volunteers who will be given significant unsupervised access to a student in connection with the volunteer’s assignment to submit to a criminal background check and ongoing monitoring as a condition for employment or appointment.

The Principal will establish administrative procedures consistent with this policy and applicable law.

NDPA Background Check Policy
Board Approval Date: 05-04-16
Background Check

Administrative 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 that the following individuals submit to a criminal background check and ongoing monitoring as provided in Utah Code § 53A-15-1503 as a condition for employment or appointment: (a) each new non-USOE-licensed employee; (b) each volunteer who will be given significant unsupervised access to a student in connection with the volunteer’s assignment; (c) each employee of a staffing service who works at the School; and (d) each Board Member.

Additionally, each new employee who is licensed by the Utah State Office of Education (“USOE”) must obtain a background check and submit to ongoing monitoring as required in connection with USOE’s licensure requirements.

By September 1, 2018, the School will collect the information described below from individual who were employed by the School prior to July 1, 2015, and with whom the School maintains an authorizing relationship and submit that information to the Utah Bureau of Criminal Identification for ongoing monitoring.

Conducting the Background Check

Any person submitting to a background check for the School will sign a waiver notifying the individuals (a) that a criminal background check will be conducted, (b) who will see the information received as a result of the background check, and (c) how that information will be used.

The School will collect the following from an individual required to submit to a background check for the School:

(a) personal identifying information, including but not limited to:
   (i) current name, former names, nicknames, and aliases;
   (ii) date of birth,
   (iii) address,
   (iv) telephone number,
   (v) driver license number or other government-issued identification number,
   (vi) social security number, and
   (vii) fingerprints;
(b) a fee as set forth below;
(c) consent and waiver on a form specified by the School for the background check acknowledging that their fingerprints are being registered for ongoing monitoring by the School.

The School will submit such individuals’ personal identifying information, including fingerprints, to the Utah Bureau of Criminal Identification for an initial background check and ongoing monitoring (if the results of the initial criminal background check do not contain disqualifying criminal history information as determined by the School).

**Ongoing Monitoring**

The School will request that the fingerprints taken for the purpose of conducting criminal background checks be registered with any rap back system maintained to provide ongoing status notifications to the School of any criminal history reported on individuals whose fingerprints are registered in the system.

**Payment of Fee for Background Check**

Applicants for employment, including substitutes, shall be required to pay the designated costs of background checks subject to the provisions of Utah Code Ann. § 53A-15-1503(2).

The School shall pay the cost of the background check for current non-licensed employees and volunteers of the School.

The School will not pay the cost of fingerprinting for School employees or volunteers.

**Background Check Evaluation**

When making decisions regarding employment or appointment based on the information received from a criminal background check, the School will consider:

(a) any convictions, including pleas in abeyance;
(b) any matters involving a felony; and
(c) any matters involving an alleged:
   (i) sexual offense;
   (ii) class A misdemeanor drug offense;
   (iii) offense against the person under Title 76, Chapter 5, Offenses Against the Person;
   (iv) class A misdemeanor property offense that is alleged to have occurred within the previous three years; and
   (v) any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

Only those convictions which are job-related for the employee, applicant, or volunteer will be considered by the School.
Opportunity to Respond to Background Check

The School will provide an individual an opportunity to review and respond to any criminal history information received as a result of submitting for a criminal background check or through ongoing monitoring.

If a person is denied employment or appointment or is dismissed from employment or appointment because of information obtained through a criminal background check or ongoing monitoring, the person may request a review of the information received and the reasons for the disqualification and shall be provided written notice of the reasons for denial or dismissal and of the individual’s right to request a review of the disqualification.

Confidentiality

Information received by the School as a result of a background check will only be (a) available to individuals involved in the hiring or background investigation process for that individual and (b) used for the purpose of assisting the School in making employment-related decisions. Any person who disseminates or uses any such information for any other purpose is subject to criminal penalties and civil liability as set forth in applicable law.

Privacy Risk Mitigation Strategy

The School will employ reasonable privacy risk mitigation strategies to ensure that the School only receives notifications for individuals with whom the School maintains an authorizing relationship. Specifically, upon (a) termination of an employee’s employment with the School, (b) expiration of a Board Member’s term without renewal, or (c) resignation of Board Member, the administration will ensure that the School’s management company receives notification of the event. The School’s management company will take any steps necessary to terminate ongoing monitoring for such individuals and will document the date on which such steps were taken. For volunteers, the School’s management company will establish a schedule to review the volunteers registered for ongoing monitoring for the School, consult with School personnel to determine whether such individuals are still volunteering for the School, and terminate ongoing monitoring for individuals as appropriate.
North Davis Preparatory Academy
Board Member Agreement

Board Member Responsibilities and Expectations

1. Believe in and be an active advocate and ambassador for the values, mission and vision of North Davis Preparatory Academy (NDPA).

2. Perform in ways that clearly contribute to the effective operations of the Board of Directors including but not limited to:

   • Believe in and fully support the Board Constitution.
   • Have a clear understanding of the charter and review when necessary. Focus on the good of the organization and group, not a personal agenda.
   • Support all board decisions once they are adopted regardless of personal position. Realize board members have no individual authority.
   • Govern and not manage.
   • Be aware of your role on the board.
   • Confidentiality of sensitive issues that require closed meetings is required. Make decisions to keep NDPA financially stable.
   • Carry yourself with professionalism and decorum whenever present at NDPA.

3. Regularly attend board meetings. Prepare for these meetings by reviewing all materials including the budget. If unable to attend any meeting, notify the board chair.

4. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

5. Board member must review the orientation materials and new Board Member packet.

By signing this agreement I affirm that I will strive to fulfill the board responsibilities and expectations as stated above and will voluntarily resign my position if unable to fulfill these expectations.

__________________________________________________________________________

Board Member Signature Date

NDPA Board Member Agreement
Board Approval Date: 8-06-14
North Davis Preparatory Academy
Budgeting Policy

POLICY

North Davis Preparatory Academy (the “School”) will comply with the budgeting requirements of Utah law, including but not limited to Utah Code Title 53G Part 7.

The School’s Principal is appointed as the budget officer. Before June 1 of each year, the budget officer shall prepare a tentative budget, with supporting documentation, to be submitted to the Board of Directors.

The tentative budget and supporting documents shall include the following items:

(a) the revenues and expenditures of the preceding fiscal year;
(b) the estimated revenues and expenditures of the current fiscal year;
(c) a detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year; and
(d) the estimated financial condition of the School at the close of the current fiscal year.

The tentative budget shall be filed with the School’s Principal for public inspection at least (15) days before the date of the tentative budget's proposed adoption by the Board of Directors.

Before June 30 of each year, the Board of Directors will adopt a budget for the next fiscal year.

By the sooner of July 15 or 30 days of adopting a budget, the Board of Directors will file a copy of the adopted budget with the state auditor and the State Board of Education.

NDPA Budgeting Policy
Board Approved Date: 6-24-20
North Davis Preparatory Academy
Building Rental Policy

PURPOSE

The purpose of this policy is to establish procedures for the use of North Davis Preparatory Academy’s (the “School”) building and facilities by outside individuals and groups.

POLICY

In accordance with state law, the School’s facilities are available for use as a “civic center” when such use does not interfere with a School function or purpose, does not violate any applicable law or regulation, and does not otherwise impose an unreasonable burden on the School or expose the School or participants to unreasonable risk.

Any permission to use School facilities is granted pursuant to Utah Code 53A-3-413 and -414 and is considered a permit for governmental immunity purposes under Utah Code 63G-7-201(4)(c). The School therefore has full governmental immunity under Utah Code 63G-7-301(5)(c) for claims arising in connection with such use of the facilities.

PROCEDURES

Fees for the use of facilities shall be charged as outlined in this Policy and will be collected prior to use.

A Building Use Agreement must be signed by the user prior to the date of use.

Usage time shall initially be computed from the time of requested opening to anticipated closing of the doors. Closing time shall be the time when all persons associated with the use have left the building, and the fee will be adjusted for additional time used. Persons lingering in the building are the user’s responsibility.

Equipment, keys, and property shall not be loaned or removed from the building.

Facilities such as computer lab, media center, or kitchen shall not be used unless approved by the Principal and school personnel are present during the entire time of the function.

Buildings may not be used without adequate School supervision as determined by the Principal. The assigned supervisor is responsible for oversight of the facilities while in use.

In addition to the building supervision provided by the School, all use groups must provide supervision to maintain order and prevent damage to or loss of School property.
Any individual or entity using the facilities for commercial purposes must provide, before the use, a Certificate of Insurance evidencing public liability coverage of one million dollars ($1,000,000) per occurrence and naming the School as an additional insured.

The user must comply with any applicable standards of safety and behavior of the School and Utah law. Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of individuals associated with the use. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

Additional fees may be charged for use of School equipment (spot lights, DVD players and televisions, microphones, etc.) and supplies.

The Principal may establish conditions of use intended to protect the facilities from damage or unreasonable wear and tear.

Users shall pay for any damage to the facilities or School equipment caused by their use.

**FEES**

Except where the Principal has discretion under this Policy, users will be charged fees as set forth in the Fee Schedule below, which is subject to periodic review and revision.

The school’s Parent Organization and individual classes may use the facilities free of charge for qualifying school-related activities. Such use must be approved by and coordinated with the School’s Principal. These activities must be approved by the Principal before notice of the event is distributed.

Charitable and non-profit rates apply to non-profit organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, cities and counties. The Principal may grant free use of the facilities to non-profit organizations at the Principal’s discretion when the use will not create additional expense for the School.

**Security Deposit**

At the discretion of the Principal, the user may be charged a refundable security deposit of up to $500. The Principal shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the user in a separate check and deposited by the School.

Following the use period, the Principal or designee shall inspect the facility for damage or mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit, and the remaining security deposit shall be refunded to the user. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded.

**Personnel**

At least one School staff member must be present during any use of the facilities. The Principal will set the fee based on the number and type of personnel required for a particular activity.
General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

Users must pay for any additional custodial services that are required.

At least one staff member is required for use of the kitchen.

**COMMERCIAL AND CHARITABLE AND NONPROFIT BUILDING USE FEE SCHEDULES**

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<th>FACILITY</th>
<th>Commercial</th>
<th>Charitable/Nonprofit</th>
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<td>Cafeteria</td>
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<td>$50/hr</td>
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<tr>
<td>Multipurpose room</td>
<td>$125/hr</td>
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<tr>
<td>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.)</td>
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<td>Classroom (each)</td>
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<td>Kitchen Staff</td>
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<th>EQUIPMENT</th>
<th>Commercial</th>
<th>Charitable/Nonprofit</th>
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<tr>
<td>This fee is done on a case by case basis. Fees are set by Principal or designee. Fee shall be documented in Building Use Agreement</td>
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NDPA Building Rental Policy

**REVISION B**

Board Approval Date: 10-07-15
BUILDING RENTAL AGREEMENT (COMMERCIAL)

Applicant’s Name: ___________________________________________ Date:_________________

Applicant’s Address: _________________________________________ City:_________________ Zip Code:_____

Phone: Home_________________ Business_________________ Cell_________________

Type of Activity: ____________________________________________

Facilities Used by: __________________________________________

________________________________________________________

Area (s) or Room (s) Requested: ______________________________

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<tr>
<th>Month</th>
<th>Date(s) Requested</th>
<th>Year</th>
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TO BE COMPLETED BY SCHOOL

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<thead>
<tr>
<th>Facility</th>
<th>Rental Fee per Hour</th>
<th>Hours</th>
<th>TOTAL</th>
<th>Deposit</th>
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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 use policies of the school. Any loss or damages to buildings, equipment or grounds as a result of this activity will be fully reimbursed. We hereby acknowledge having received, read and agree to abide by the school’s use policies. We acknowledge that the school may terminate this agreement at any time.

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 facilities.

☐ $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.

You are hereby granted this PERMIT to use the School’s facilities as described above. Use at your own risk. The School is immune from liability for your use pursuant to UCA § 53A-3-413 and -414 and § 63G-7-301(5). You are advised to obtain insurance for your own liability.

Signature of Applicant: ______________________________________________________________________________

Signature of School Personnel:______________________________________________________________

Page 35 of 272
NDPA Policies & Procedures Manual
BUILDING RENTAL AGREEMENT (NON-COMMERCIAL)

Applicant’s Name: __________________________________________ Date: __________________

Applicant’s Address: ________________________________________ City: ______________ Zip Code: ______

Phone: Home ___________________ Business ___________________ Cell ____________________

Type of Activity: ____________________________________________

Facilities Used by: __________________________________________________________________________________
__________________________________________________________________________________________________

Area(s) or Room(s) Requested: ________________________________________________________________

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<th>Month</th>
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Personnel Required | Staff Charge per Hour | Hours | TOTAL | Deposit |
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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 use policies of the school. Any loss or damages to buildings, equipment or grounds as a result of this activity will be fully reimbursed. We hereby acknowledge having received, read and agree to abide by the school’s use policies. We acknowledge that the school may terminate this agreement at any time.

You are hereby granted this PERMIT to use the School's facilities as described above. Use at your own risk. The School is immune from liability for your use pursuant to UCA § 53A-3-413 and -414 and § 63G-7-301(5). You are advised to obtain insurance for your own liability.

Signature of Applicant: _______________________________________________________________________

Signature of School Personnel: _______________________________________________________________________

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North Davis Preparatory Academy
Bullying & Hazing Policy

POLICY

NDPA will foster a safe and trusting community that enhances learning, is safe from physical and emotional harm, and nurtures the development of personal and social responsibility.

The NDPA Board of Directors directs the administration to develop administrative policy and procedures which meet the following criteria:

- Meet all statutory and regulatory requirements of the State of Utah and USBE
- Are consistent with the NDPA Core Values and End Statements
- Promote effective conflict management skills and build trust
- Provide training to students and staff members to ensure a safe school environment
- Provide supervision to monitor interpersonal interactions and correct those which are inconsistent with this policy

NDPA school administrators will report to the Board of Directors:

- Data showing the progress of improvement of personal and social responsibility including the number and description of serious infractions annually.
- Data collected from student/parent surveys assessing the effectiveness of the policy and procedures every three years.

NDPA Bullying & Hazing Policy

REVISION A

Board Approval Date: 10-03-18
Bullying & Hazing

Administrative Procedures

Introduction

The school environment at NDPA is like a family. Most of the time we treat each other with kindness and respect. There are sometimes, however, where people are thoughtless, reckless, and even mean to others. The intent of people involved is often to “save face”, to get someone to “leave me alone”, or “get back at someone who deserves it”. These behaviors, generally the result of interpersonal conflicts on the part of students, are dealt with the philosophy and procedures described in the NDPA Student Conduct and Discipline Policy.

When administrators address issues where students are injured, teased, intimidated, upset, or scared, they take into consideration two factors: the intent of the aggressor and the impact the behavior has on others.

True bullying, as defined below, is such a serious violation it warrants a separate policy. When the intent of the perpetrator is to cause harm or create the fear of harm, the administration will follow the procedures outlined below.

I. Purpose

Bullying, as defined by law, is an extreme violation of the Core Values, the NDPA End Statements, and the NDPA Student Conduct and Discipline Policy. The main purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving the school’s students and employees. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy. A second purpose is to promote the development of personal and social responsibility in all students.

II. Definitions

A. “Abusive Conduct” means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

B. “Bullying” means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:
   a. Causing physical or emotional harm to the school employee or student;
   b. Causing damage to the school employee’s or student’s property;
c. Placing the school employee or student in fear of:
   i. harm to the school employee’s or student’s physical or
      emotional well-being; or
   ii. damage to the property of the school employee or student.

d. Creating a hostile, threatening, humiliating, or abusive educational
   environment due to:
   i. the pervasiveness, persistence, or severity of the actions; or
   ii. a power differential between the bully and the target; or

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

The conduct described above constitutes bullying, regardless of whether the person against whom
the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition,
bullying is commonly understood as aggressive behavior that is intended to cause distress and
harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated
over time.

C. "Hazing" means a school employee or student intentionally, knowingly, or
recklessly committing an act or causing another individual to commit an act
 toward a school employee or student that:
   a. Endangers the mental or physical health or safety of a school
      employee or student;
   b. Involves any brutality of a physical nature, including whipping,
      beating, branding, calisthenics, bruising, electric shocking, placing
      of a harmful substance on the body, or exposure to the elements;
   c. Involves consumption of any food, alcoholic product, drug, or other
      substance or other physical activity that endangers the mental or
      physical health and safety of a school employee or student;
   d. Involves forced or coerced actions or activities of a sexual nature or
      with sexual connotations; or
   e. Involves any activity that would subject a school employee or
      student to extreme mental stress, such as sleep deprivation, extended
      isolation from social contact, or conduct that subjects a school
      employee or student to extreme embarrassment, shame, or
      humiliation; and
   f. Is committed for the purpose of initiation or admission into,
      affiliation with, holding office in, or as a condition for membership
      in a school or school sponsored team, organization, program, or
      event; or
   g. Is directed toward a school employee or student whom the
      individual who commits the act knows, at the time the act is
      committed, is a member of, or candidate for membership in, a school
      or school sponsored team, organization, program, club, or event in
      which the individual who commits the act also participates.
The conduct described above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

D. "Cyberbullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

E. "Retaliate" or “Retaliation” means an act or communication intended:
   a. As retribution against a person for reporting bullying or hazing; or
   b. To improperly influence the investigation of, or the response to, a report of bullying or hazing.

F. "School" means North Davis Preparatory Academy (NDPA), charter school.

G. "School board" means our NDPA Board of Directors.

H. "School employee" means:
   a. School teachers;
   b. School staff;
   c. School administrators; and
   d. All others employed or authorized as volunteers, directly or indirectly, by the school or school board.

III. Publication and Distribution of Policy and Signed Acknowledgement
This policy shall be available on the school website, with links from the family handbook, employee handbook, and any student conduct handbook. Printed copies of this policy will be distributed to students who are at least eight years old, parents or guardians of students enrolled in the school, and school employees, and on an annual basis all such individuals shall sign a statement indicating that they have received this policy. Printed copies of this policy are also available in the office.

IV. Prohibitions
   A. No school employee or student may engage in bullying a school employee or student;
      a. On school property;
      b. At a school related or sponsored event;
      c. On a school bus;
      d. At a school bus stop; or
      e. While the school employee or student is traveling to or from a location or event described above.
   B. No school employee or student may engage in hazing or cyber-bullying a school employee or student at any time or in any location.
   C. No school employee or student may engage in retaliation against:
      a. A school employee;
      b. A student; or
c. An investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation.

D. No school student or parent or guardian of a school student may commit abusive conduct against a school employee.

E. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, abusive conduct, or retaliation against a school employee or student.

F. No school employee, student, or volunteer may engage in a behavior that encourages or supports bullying, hazing, cyber-bullying, abusive conduct, or retaliation.

V. Process for Reporting

A. Students or families can report (orally or in writing) any bullying, hazing, cyber-bullying, abusive conduct, or retaliation, or any suspicion or witnessing thereof, to a teacher or administrator. Contact information and positions are found on the website, including e-mail.

B. School employees must report (orally or in writing) any bullying, hazing, cyber-bullying, abusive conduct, or retaliation, or any suspicion or witnessing thereof, to their building administrator.

C. Each reported complaint shall include:
   a. Name of complaining party;
   b. Name of victim of prohibited conduct (if different than complaining party);
   c. Name of offender (if known);
   d. Date and location of incident(s);
   e. A statement describing the incident(s), including names of witnesses (if known).

D. All complaints will be sent to the building administrator in a timely manner.

E. All information about the person who filed the complaint with the school will be kept in confidence. In the rare event that we would have to tell who reported the problem, administration would contact that person before revealing his/her name.

VI. Actions Required if Prohibited Acts are Reported

A. Investigation
   a. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, cyber-bullying, abusive conduct, or retaliation.
   b. The investigation can include but are not limited to any of the following methods:
      i. Discussions with the accused and the victim, where they express their view of the incident;
      ii. Interview witnesses, and other peers;
      iii. Staff/Faculty observations; and
iv. Gather perspectives of any member of the school community.

b. After investigating, administration will determine if the incident meets the criteria of bullying, hazing, cyber-bullying, abusive conduct, or retaliation, as noted in the definitions above.

B. Verified Complaints

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

i. Student suspension or removal from a school-sponsored team or activity, including school sponsored transportation;

ii. Student suspension or expulsion from school or lesser disciplinary action;

iii. Employee suspension or termination for cause or lesser disciplinary action;

iv. Employee reassignment; or

v. Other action against student or employee as appropriate.

b. The administrator will timely contact parents or guardians of the victim, the perpetrator, and, as appropriate, by-standers to gather their input on the needs of the students toward responding to, and resolving, conduct prohibited in this policy.

c. Plans will be developed for the perpetrator and the victim, as needed, for the purpose of changing behavior so similar incidents are not repeated. Plans may include but are not limited to the following:

i. Reporting any future violations;

ii. Resolving conflicts associated with the incident;

iii. Educating students on how to deal with difficult people and situations;

iv. Expressing feelings associated with the experience;

v. Alternate plans or restrictions for unsupervised time; and

vi. Meeting with school counselor following parental notice and consent.

C. Non-Verified Complaints

a. When the investigation determines that the situation does not meet the criteria for bullying, hazing, cyber-bullying, abusive conduct, or retaliation the administrator or designee will follow the procedures outlined in the NDPA Student Conduct and Discipline Policy. Administration will timely notify parents or guardians of the resulting actions determined by those involved.

b. Staff and Teachers will be alerted to watch these students for behaviors typically associated with bullying, hazing, cyber-bullying, abusive conduct, or retaliation.

D. Other Actions, as appropriate:

a. If the incident included any criminal activity the administrator may report it to law enforcement in a timely manner.
b. Issues that may potentially be a violation of civil rights may be promptly reported to the Office of Civil Rights (OCR).

c. If the student or employee does not feel they have been treated fairly they are entitled to due process rights under Section 53G-11-501 et seq. (employees), Section 53G-8-202 et seq. (students), and school discipline and grievance policies prior to long term (more than 10 day) student discipline or employee discipline.
   i. File a written complaint with the head administrator.
   ii. If not resolved within 8 school days, file a written complaint with the NDPA Board of Directors.

d. The school may inform parents or guardians of the victim about actions taken against the perpetrators as long as it doesn’t violate any federal and state law, including the federal Family Educational Rights to Privacy Act (FERPA) of 1974, as amended.

e. The school will take strong responsive action to prevent retaliation, including assisting students who are victims of prohibited conduct and his or her parents or guardians in reporting subsequent problems and new incidents.

VII. Student Assessment
   A. A school administrator will solicit student assessments of the prevalence of bullying, cyber-bullying, and hazing in the school, specifically locations where students are unsafe and additional adult supervisions may be required, such as playgrounds, hallways, and lunch areas.

VIII. Parental Notification
   A. As explained above, a school administrator will timely notify the parent or guardian of a student involved in an incident of conduct prohibited in this policy. A school administrator will also timely notify the parent or guardian of a student who threatens to commit suicide. The administrator will attempt to contact the parent or guardian by telephone or schedule an in-person meeting with them to discuss the matter. If the administrator is not able to meet in person or discuss via telephone, the administrator will send a letter to the parent or guardian providing the required notification.

   B. The administrator will produce and maintain a record that verifies that the parent or guardian was notified. If an in-person meeting takes place, the administrator will ask the parent or guardian to sign a form acknowledging that the notification was provided. If a telephone conversation takes place, the administrator will document the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If a letter is sent, the administrator will retain a copy of the letter along with a note regarding when it was mailed. The school will retain the record as long as the student is enrolled at the school and will destroy the record after that time. The school will maintain the confidentiality of the record in accordance with Utah Code 53G-9-604.
IX. Training

A. Training shall include methods for supporting students toward personal and social responsibility for the purpose of developing a community where all children, and adults, feel safe and welcome; and will include awareness training for behaviors typically associated with bullying, hazing, and retaliation.
   a. Training for students, employees, coaches, and volunteers will meet the standards established by the State Board of Education’s rules, including Rule R277-613, and will complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educations consistent with Section 53G-9-704(1). The training will also include information on when issues relating to this policy may lead to student or employee discipline.

B. Periodic training will be available for the following groups:
   a. Class discussions for students;
   b. Awareness and methods training for teachers and staff; and
   c. Love and Logic training for Parents.

C. In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any athletic program (both curricular and extracurricular) or other extra-curricular activity or club shall:
   a. Participate in bullying, cyber-bullying, hazing, abusive conduct, and retaliation prevention training prior to participation;
   b. Repeat bullying, cyber-bullying, hazing, abusive conduct, and retaliation prevention training at least every three years; and
   c. Be informed of the prohibited activities list before participating in any sport.

D. The school will inform student athletes and extracurricular club members of prohibited activities under this Policy and potential consequences for violation of this Policy and applicable law.

E. A school administrator will ensure that training curriculum, schedules, and participating lists or signatures are maintained by the school and provided to the Utah State Board of Education upon request.

X. Action Plan to Address Reported Incidents of Bullying, Cyber-Bullying, Hazing, or Retaliation.

The school will investigate all allegations of incidents of bullying, cyber-bullying, hazing, and retaliation in accordance with this policy and applicable law.

The Principal or their designee will investigate allegations of these incidents and ensure that this individual has adequate training to conduct such an investigation.

The school will investigate all allegations of these incidents by interviewing at least the alleged targeted individual and any individuals who are alleged to have engaged in the prohibited conduct. As part of the investigation, the school may also interview: (a)
parents of the alleged targeted individual and the individual who is alleged to have engaged in prohibited conduct; (b) any witnesses; (c) school staff; and (d) other individuals who may provide additional information.

The individual who investigates an allegation of an incident will inform an individual being interviewed that (i) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and (ii) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by applicable law.

In conducting this investigation, the school may (a) review disciplinary reports of involved students; and (b) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

The school will report incidents of bullying, cyber-bullying, hazing, and retaliation to law enforcement when the administrator reasonably determines that the alleged incident may have violated criminal law.

Following the investigation of a confirmed allegation of an incident of bullying, cyber-bullying, hazing, or retaliation, the school may, if the administrator determines it is appropriate, take positive restorative justice practice action, as defined in R277-613-2(9) and support involved students through trauma-informed practices, as defined in R277-613-2(12). However, an alleged targeted individual is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the school would like an alleged targeted individual who is a student to participate in a restorative justice practice, the school will notify the alleged targeted individual’s parent of the restorative justice practice and obtain consent before including the alleged targeted individual in the process.
SECOND AMENDED AND RESTATED
BYLAWS
of
NORTH DAVIS PREPARATORY ACADEMY, INC.
A Utah Nonprofit Corporation

ARTICLE 1
OFFICES

The corporation's principal office shall be fixed and located at such place within the boundaries of the County of Davis or the City of Layton, Utah, as the Board of Directors ("Board") shall determine. The Board is granted full power and authority to change the principal office from one location to another.

ARTICLE 2
PURPOSE

The specific and general purposes of the corporation are described in the Articles of Incorporation.

ARTICLE 3
NO MEMBERS

The corporation shall have no members. Any action, which would otherwise; by law require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights, which would otherwise by law vest in the members, shall vest in the board.

ARTICLE 4
DIRECTORS

Section 4.1 General Powers

Subject to the limitations of the Utah not-for-profit corporation law, the corporation's Articles of Incorporation and these Bylaws, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. No assignment, referral or delegation of authority by the Board or anyone acting under such delegation shall preclude the Board from exercising full authority over the conduct of the corporation's activities, and the Board may, subject to contractual obligations as may exist, rescind any such assignment, referral or delegation at any time.
Section 4.2 Specific Powers

Without prejudice to its general powers, but subject to the same limitations set forth above, the Board shall have the following powers in addition to any other powers enumerated in these Bylaws and permitted by law:

a. To select and remove all of the officers, agents and employees of the corporation; to prescribe powers and duties for them which are not inconsistent with law, the corporations Articles of Incorporation or these Bylaws; and to fix their compensation;

b. To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefore which are not inconsistent with the law, the corporation's Articles of Incorporation or these Bylaws, as it deems best;

c. To adopt, make and use a corporate seal and to alter the form of the seal from time to time, as it deems best;

d. To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation's and other evidences of debt and securities therefore;

e. To act as trustee under any trust incidental to the principal object of the corporation, and receive, hold, administer, exchange and expend funds and property subject to such trust;

f. To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey or otherwise dispose of real and personal property;

g. To assume any obligations, enter into any contracts or other instruments, and do any and all other things incidental or expedient to the attainment of any corporate purpose; and

h. To carry out such other duties as are described in the Charter.

Section 4.3 Number, Election and Term of Directors

a. The authorized number of Directors shall be no less than five (5) and no greater than seven (7) until changed by amendment of these Bylaws.

b. At least one (1) member of the Board of Directors will be a parent or guardian of a student attending North Davis Preparatory Academy.
c. Directors shall serve four (4) year terms and are eligible for re-election.

d. Those Directors who are to be elected by the Board of Directors shall be so elected at the annual meeting of the Board of Directors then in the office. The existing Directors of the corporation shall nominate each Director. The duration of the term of each Director shall be staggered so as to promote continuity in the Board.

Section 4.4 Resignation and Removal

Any Director may resign effective upon giving written notice to the Board, unless the notice specifies a later effective time. If the resignation is effective at a future time, a successor may be nominated by a Director and voted in by majority vote of the Board before such time, to take office when the resignation becomes effective. A Director may be removed without cause by majority of the Directors then in office.

Section 4.5 Vacancies

a. A Board vacancy or vacancies shall be deemed to exist if any Director dies, resigns, or is removed, or if the authorized number of Directors is increased.

b. The Board may declare vacant the office of any Director who has been convicted of a felony.

c. A vacancy on the Board shall be filled in the same manner of selection as that used to select the Director whose office is vacant, provided that vacancies to be filled by election by Directors may be filled by a vote of the majority of the remaining Directors, although less than a quorum. Each Director so elected shall hold office until a successor has been appointed and qualified.

d. No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

Section 4.6 Place/Notice of Meetings

Meetings of the Board may be held at the principal office of the corporation or at any other place that has been designated in the notice of the meeting by resolution of the Board. Appropriate notices of the meeting complying with Utah law shall be posted. Any board member or officer of the corporation may place any desired item on the agenda of any board meeting by notice in writing, no later than 5 business days prior to the scheduled board meeting, delivered to the then acting secretary of the corporation.

Section 4.7 Annual Meetings

The Board shall hold an annual meeting for the purposes of organization, selection of Directors and officers, and the transaction of other business.
Section 4.8 Quarterly Meetings

Board Meetings will be held and notice given in accordance with state law.

Section 4.9 Special Meetings

a. Special meetings of the Board for any purpose(s) may be called at any time by the Chairman of the Board, if there is such an officer, the President, or the Secretary.

b. Special meetings of the Board may be held after each Director has received notice by mail, telecopy, e-mail or telephone.

c. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

Section 4.10 Quorum and Voting

A majority of the Directors currently in office shall constitute a quorum. The Board shall attempt to reach a general consensus on all actions before the Board; provided, however, that every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 4.11 Waiver of Notices

Notice of meeting need not be given to any Director who signs a waiver of notice, a written consent to the holding of the meeting, an approval of the minutes of the meeting, whether before or after the meeting, or who attends the meeting without protesting the lack of notice prior thereto or at its commencement. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 4.12 Adjournment

A majority of the Directors present, whether or not a quorum is present, may adjourn any Director's meeting to another time and place. If a meeting is adjourned for more than twenty-four (24) hours, notice of such adjournment to another time or place shall be given, prior to the time scheduled for the continuation of the meeting, to the Directors who were not present at the time of the adjournment.
Section 4.13 Rights of Inspection

Every Director has the absolute right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation provided such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the corporation's obligations to maintain the confidentiality of certain books, records and documents under any applicable federal, state or local law.

Section 4.15 Fees and Compensation

Directors shall not receive compensation for their services; however, the Board may approve the reimbursement of a Director's actual and necessary expenses incurred in the conduct of the corporation's business. The corporation shall carry liability insurance covering the Directors and officers of the corporation as described on the Charter on the conduct of the corporation's business.

Section 4.16 Standard of Care

a. A Director shall perform all duties of a Director in good faith, in a manner such Director believes to be in the best interests of the corporation and with such care, including the duty to make reasonable inquiries, as an ordinarily prudent person in a like situation would use under similar circumstances.

b. In performing the duties of a Director, a Director may rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

   1. One or more officers or employees of the corporation whom the Director believes to be reliable and competent in the matters presented;

   2. Legal counsel, independent accountants or other persons as to matters that the Director believes to be within such person's professional or expert competence; or

   3. A committee of the Board upon which the Director does not serve as to matters within a designated authority, provided the Director believes that the committee merits confidence and the Director acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Section 4.17 Indemnification of Directors

The Corporation shall indemnify, to the fullest extent permitted by Utah Revised Nonprofit Corporation Act as the same exists or may hereafter be amended (but, in the case of any such amendment, only to the extent that such amendment permits the Corporation to provide broader indemnification rights than the act permitted the Corporation to provide prior to such amendment):
a. Any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action or suit by or in the right of the Corporation) arising from or related to the fact that he is or was a Director of the Corporation, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him as incurred by him in connection with such suit, action, or proceeding if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Corporation, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for gross negligence or willful, intentional misconduct in the performance of his duty to the Corporation unless, and only to the extent that, the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such other court shall deem proper. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the Corporation and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was lawful.

b. To the extent that a Director has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in paragraph (a), or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him and as incurred by him in connection therewith. Any such person may consult with legal or other professional counsel, and any actions taken by such person in good faith reliance on, and in accordance with, the opinion or advice of such counsel shall be deemed to be fully protected and justified and made in good faith.

c. This provision 4.17 and the corresponding indemnification obligation of the Corporation shall be applicable retroactively with respect to any decision of the Board dating back to the formation of the Corporation. This provision 4.17 and the corresponding indemnification obligation of the Corporation may not be revoked retroactively, and any future amendment to these Bylaws limiting such indemnification shall apply prospectively after such amendment.

Section 4.18 Utah State Charter School Board Powers

Notwithstanding anything to the contrary in these Bylaws, the Utah State Charter School Board (the "USCSB") shall: (a) have the power to remove any Director and to approve or reject any elected or appointed Director, as required under Articles XII, XIII and XIV of the Articles of Incorporation, and (b) approve or reject any change to these Bylaws that conflicts with Articles XII, XIII and XIV of the Articles of Incorporation. The provisions of this Section 4.18 that provide
the USCSB with the right to approve and/or remove Board members will not be amended or altered without the prior written consent of the USCSB.

**ARTICLE 5
OFFICERS**

**Section 5.1 Officers**

The officers of the corporation shall be President, Secretary, and Financial Coordinator. The corporation may also have, at the discretion of the Board, one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Financial Coordinators, and such other officers as may be elected or appointed. Any number of offices may be held by the same person.

**Section 5.2 Election**

The officers of the corporation, shall be chosen at the annual meeting of the Board by and shall serve at the pleasure of the Board, and shall hold their respective offices until their resignation, removal or other disqualification from service, or until their respective successors shall be elected.

**Section 5.3 Subordinate Officers**

The Board may elect, and may empower the President to appoint, such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

**Section 5.4 Removal**

Any officer may be removed by a majority vote of the Board.

**Section 5.5 Resignation**

Any officer may resign at any time by giving written notice to the Board; such resignation may not prejudice the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 5.6 Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

**Section 5.7 President**

Subject to such powers, the President is the general manager and chief executive officer of the corporation and has, subject to the control of the Board, general supervision, direction and control
of the business and officers of the corporation. The President shall preside at all meetings of the Board. The President has the general management powers and duties usually vested in the office of the President and general manager of a corporation as well as such other powers and duties as the Board may prescribe from time to time.

Section 5.8 Vice Presidents

In the absence or disability of the President, the Vice President(s), if any are appointed shall, in order of their ranks as fixed by the Board or, if not ranked, the Vice President designated by the Board, perform all duties of the President and, when so acting, shall have all the powers of, and subject to all the restrictions upon, the President. The Vice President(s) shall have such other powers and perform such other duties as the Board may prescribe from time to time.

Section 5.9 Secretary

a. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, including the following information for all such meetings; the time and place of holding; whether regular or special; if special, how authorized; the notice thereof given; the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of Utah, the original or a copy of the corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all directors and their respective addresses. The Secretary shall keep the seal of the corporation and shall affix the same on such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument.

b. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all its members promptly after the meetings; shall keep the seal of the corporation in safe custody; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the Financial Coordinator; and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

c. The Secretary or President of the corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts and disbursements. The books of account shall at all times be open to inspection by any Director.

d. The Secretary or President shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositaries as may be designated from time to time by the Board. The Secretary or President shall disburse the funds of the corporation as may be ordered by the Board, and shall render
to the Directors, upon request, an account of all transactions as Secretary or President and of the financial condition of the corporation. The Secretary or President shall present an operating statement and report, since the last preceding regular Board meeting, to the Board at all regular meetings. The Secretary or President shall have such powers and perform such other duties as may be prescribed from time to time by the Board.

Section 5.10 Indemnification of Officers

The Corporation shall indemnify, to the fullest extent permitted by Utah Revised Nonprofit Corporation Act as the same exists or may hereafter be amended (but, in the case of any such amendment, only to the extent that such amendment permits the Corporation to provide broader indemnification rights than the act permitted the Corporation to provide prior to such amendment):

a. Any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action or suit by or in the right of the Corporation) arising from or related to the fact that he is or was an officer of the Corporation, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him as incurred by him in connection with such suit, action, or proceeding if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Corporation, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for gross negligence or willful, intentional misconduct in the performance of his duty to the Corporation unless, and only to the extent that, the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such other court shall deem proper. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the Corporation and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was lawful.

b. To the extent that an officer has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in paragraph (a), or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him and as incurred by him in connection therewith. Any such person may consult with legal or other professional counsel, and any actions taken by such person in good faith reliance on, and in accordance with, the opinion or advice of such counsel shall be deemed to be fully protected and justified and made in good faith.

c. This provision 5.10 and the corresponding indemnification obligation of the Corporation shall be applicable retroactively with respect to any decision of the Board dating back to
the formation of the Corporation. This provision 5.10 and the corresponding indemnification obligation of the Corporation may not be revoked retroactively, and any future amendment to these Bylaws limiting such indemnification shall apply prospectively after such amendment.

ARTICLE 6
COMMITTEES

Section 6.1 Board Committees

The Board may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, create one or more standing or ad hoc committees, each consisting of at least two (2) members of the Board, to serve at the pleasure of the Board.

ARTICLE 7
OTHER PROVISIONS

Section 7.1 Validity of Instrument

Subject to the provision of applicable law, any note, mortgage, evidence of indebtedness, contract; conveyance or other written instrument and any assignment or endorsement thereof executed or entered into between the corporation and any other person, shall be valid and binding on the corporation when signed by the President or any Vice President and the Secretary or Financial Coordinator of the corporation, unless the other person has actual knowledge that the signing officers has no authority to execute the same. Any such instruments may also be signed by the Board or a designated member of the Board.

Section 7.2 Construction and Definitions

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Nonprofit Corporation Law of the State of Utah shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, words in these Bylaws shall be read as the masculine or feminine gender, and as the singular or plural, as the context requires, and the word "person" includes both the corporation and a natural person. The captions and headings in these Bylaws are for convenience of reference only and are not intended to limit or define the scope or effect of any provision.

Section 7.3 Fiscal Year

The fiscal year of the corporation shall be set by the Board.

Section 7.4 Conflict of Interest

Any Director, officer, key employee, or committee member having an interest in a contract or other transaction presented to the Board or a committee thereof for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board.
or committee prior to its acting on such contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the corporation's interest.

Section 7.5 Interpretation of Charter

In any instance in which the provisions of these Bylaws are in conflict with the provisions of the Charter, the provisions of these Bylaws shall control.

ARTICLE 8
AMENDMENTS

Section 8.1 Bylaws

These Bylaws may be adopted or these Bylaws may be amended or repealed by a majority vote of the Board.

Dated: June 24, 2020
North Davis Preparatory Academy
Capitalization Expense Policy

PURPOSE

The purpose of this policy is to allow for accounting to depreciate rather than expense qualified inventory items.

POLICY

Items, including associated components necessary to use the item, which (a) have a fair market value over $5,000.00 and (b) have a useful life of more than three (3) years shall be depreciated rather than expensed. The period of time items will be depreciated will be based on the length of the item’s useful life.

NDPA Capitalization Expense Policy

REVISION B

Board Approval Date: 12-2-20
North Davis Preparatory Academy
Cash Handling Policy

North Davis Preparatory Academy (the “School”) adopts this policy to ensure that the School utilizes sound internal controls and properly handles cash received by School personnel. The Principal shall establish administrative procedures that are in accordance with sound fiscal practices and applicable laws and regulations to ensure that proper internal controls are in place with respect to the handling of cash by School personnel.
Cash Handling

Administrative Procedures

These administrative procedures are adopted in accordance with the Cash Handling Policy adopted by the North Davis Preparatory Academy Board of Directors.

The Principal will designate at least two (2) School employees who are authorized to handle cash paid to the School, and only those employees may handle cash for the School. The Principal will ensure that all employees who are authorized to handle cash receive appropriate annual training.

Receipts must be issued for all cash received by the School.

All cash received must be deposited no later than once every three (3) banking days. Two individuals should prepare each deposit using tamper resistant deposit bags.

The Principal may establish additional procedures associated with the handling of cash that are not inconsistent with these procedures or applicable laws and regulations.

No School employee may handle cash associated with a non-school-sponsored activity in their capacity as a School employee. In the event such an individual does handle such cash, they must make it clear to the organization sponsoring the activity that they are not acting as a School employee.

NDPA Cash Handling
ADMIN Procedures
Last Updated: 8-24-17
North Davis Preparatory Academy  
Child Abuse & Neglect Reporting Policy

POLICY

North Davis Preparatory Academy (the “School”) takes seriously the legal responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School’s personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child has 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 sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest peace officer, law enforcement agency, or the Division of Child Family Service. The law provides serious penalties for failure to fulfill one’s duty to report.

The Principal shall establish administrative procedures that will comply with the provisions of Utah Code Ann. §§ 53E-6-701; 62A-4a-402, et seq. and Utah Administrative Rules R277-401 and will help the School’s personnel to understand and fulfill their legal responsibilities concerning child abuse.

NDPA Child Abuse & Neglect Reporting Policy  
Board Approval Date: 10-03-18
Child Abuse & Neglect Reporting
Administrative 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”). The employee shall also make a report to the School’s Principal, but the requirement to notify the Principal 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 Principal 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 Principal within twenty-four (24) hours. The Principal 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 Principal 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 Principal 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 Principal 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 Principal 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.

7. The Principal 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.

NDPA Child Abuse & Neglect Reporting
ADMIN Procedures
Last Updated: 7-22-19
### Child Abuse and Neglect Reporting Form

| **CHILDS INFORMATION:** | \n|---|---|---|---|
| Name: | Age: | Sex: | Birth Date: |
| Address: | \n
| **PARENT/GUARDIAN INFORMATION:** | \n|---|---|---|---|
| Father Name: | Mother Name: |
| Father Address: | Mother Address: |
| Father Phone: | Mother Phone: |
| Guardian #1 Name: | Guardian #2 Name: |
| Guardian #1 Address: | Guardian #2 Address: |
| Guardian #1 Phone: | Guardian #2 Phone: |

| **DATE AND TIME OF OBSERVATIONS** | \n|---|---|
| Date: | Time: |

| **CIRCUMSTANCES LEADING TO THE SUSPICION THAT THE CHILD IS A VICTIM OF ABUSE OR NEGLECT:** | \n|---|---|
| \n| \n
| **ADDITIONAL INFORMATION:** | \n|---|---|
| \n| \n
**Oral Report Made To:**

| Agency: | \n|---|---|
| \n| \n
**Written Report Made To:**

| Agency: | \n|---|---|
| \n| \n
**Individuals Name:**

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***DO NOT PLACE THIS FORM IN THE STUDENTS CUM FILE***
North Davis Preparatory Academy
Civil Rights Policy

Policy Against Discrimination, Harassment and Sexual Harassment

It is policy of North Davis Preparatory Academy (the “School”) not to discriminate on the basis of sex, race, color, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The policy against non-discrimination applies in all aspects of the School’s programs and activities, including but not limited to admissions and the administration of discipline.

It shall be a violation of this policy for any student or employee of the School to harass a student or an employee through conduct or communication in any form as defined by this policy or to retaliate against any individual for filing, receiving, investigating, or providing information concerning any complaint alleging violation of a federal civil rights law under this policy.

This policy will be posted on the School’s website and distributed as part of the annual online registration process.

Title VI of the Civil Rights Act of 1964

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

1. Preventing a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.

2. Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or national origin.

3. Setting higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.

4. Unequally applying disciplinary action based on a student's race, color, or national origin.

5. Failing to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.

6. Administering tests or other evaluative measures, which by design or by grading do not allow minority students the same opportunity to present a true measure of their abilities.
7. Providing advice or guidance to minority with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.

8. Providing instructional and related services to minority students that are inferior to those provided to non-minority students.

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

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in providing educational programs and services.

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

The School Principal will designate a Title IX Coordinator and provide notice of the name and contact information on the School’s website and otherwise as appropriate.

**Response to Sexual Harassment**

The School will respond promptly in a manner that is not deliberately indifferent to any actual knowledge of sexual harassment in its educational program.

Therefore, in the event of any actual knowledge of sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will thereafter treat complainants and respondents equitably by offering supportive measures to a complainant and by following the grievance process defined below for formal complaints of sexual harassment.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the School’s Title IX Coordinator or any official of the School who has authority to institute corrective measures on behalf of the School, or to any employee of the School. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the School with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the School.
“Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
(a) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct;
(b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education program; or

“Supportive measures” are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The School will make supportive measures available to complainants and respondents, as appropriate, which may include measures such as:
- No-contact orders
- Leaves of absence
- Class schedule changes, teacher reassignment, or other academic adjustments
- Increased monitoring of certain areas

**Personnel; Training Requirements**

No individual designated by the School as a Title IX Coordinator, investigator, decision-maker, or the facilitator of an informal resolution process will have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The School will ensure that any individual designated by the School as a Title IX Coordinator, investigator, decision-maker, or the facilitator of an informal resolution process will receive training on the applicable definition of sexual harassment; the scope of the School’s educational program and activities; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The School will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
Any materials used to train a Title IX Coordinator, investigator, decision-maker, or the facilitator of an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

**Grievance Process Time Frames**

The School will promptly carry out the grievance process for formal complaints of sexual harassment. Unless reasonable cause exists, the School will conclude the grievance process of a formal complaint of sexual harassment within forty-five (45) calendar days of receipt of a formal complaint. Informal resolution processes will be concluded within forty-five (45) calendar days of when the School obtains the parties’ voluntary, written consent to the informal resolution process.

The grievance process for formal complaints of sexual harassment may be temporarily delayed, and time frames may be extended by the School for good cause with written notice to the complainant and the respondent that describes the reasons for the delay or extension. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**Notice of Formal Complaints of Sexual Harassment**

Upon receipt of a formal complaint of sexual harassment, the School will provide the following written notice to the parties who are known:

(a) Notice of the School’s grievance process for formal complaints, including any informal resolution process;

(b) Notice of allegations of sexual harassment potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30, including sufficient details known at the time and with sufficient time for the respondent to prepare a response before any initial review. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment under 34 C.F.R. § 106.30; and the date and location of the alleged incident, if known.

The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

The written notice will inform the parties that they are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.
If, during the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in the notice provided above, the School will provide notice of the additional allegations to the parties whose identities are known.

**Grievance Process for Formal Complaints of Sexual Harassment**

A “formal complaint” means a document, including an electronic submission, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. Formal complaints should be filed with the Title IX Coordinator.

In response to a formal complaint of sexual harassment, the School will follow the grievance process set forth below and in accordance with 34 C.F.R. § 106.45. The grievance process for formal complaints will treat complainants and respondents equitably. Before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent in connection with a formal complaint, the School will follow this policy and applicable legal requirements.

The grievance process for formal complaints will provide remedies to a complainant where a determination of responsibility has been made against the respondent. Such remedies may include the same individualized services included in the supportive measures. However, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

The grievance process for formal complaints will involve an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

The grievance process for formal complaints will be conducted with a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Following a determination of responsibility for sexual harassment, the School will take prompt remedial action, including appropriate disciplinary actions. These actions may include, for a respondent who is a student, disciplinary actions in accordance with the School’s Student Conduct and Discipline Policy, which may include suspension or expulsion. These actions may include, for a respondent who is an employee, discipline up to and including termination.

The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard. This standard will be applied to all formal complaints of sexual harassment, including formal complaints against both students and employees.

The grievance process for formal complaints will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
The School will investigate the allegations in a formal complaint of sexual harassment. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 even if proved, did not occur in the School’s educational program, or did not occur against a person in the United States, then the School must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. Such a dismissal does not preclude action under another provision of the School’s policies.

The School may also dismiss a formal complaint of sexual harassment, or any allegations in the complaint, if at any time during the investigation (a) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (b) the respondent is no longer enrolled or employed by the School; or (c) specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint of sexual harassment as provided above, the School will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties.

The School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

When investigating a formal complaint of sexual harassment and throughout the grievance process, the School will do the following:

(a) Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the School and not on the parties provided that the School cannot access, consider, disclose, or otherwise use medical and psychological records of the party without the party’s consent, as provided in 34 C.F.R. § 106.45(b)(5)(i);

(b) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(c) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

(d) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(e) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
(f) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The School will make all such evidence subject to the parties’ inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

(g) Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to the time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

The School will not conduct a hearing on formal complaints of sexual harassment. After the School has sent the investigative report as provided above and before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers provided, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), must issue a written determination regarding responsibility. To reach this determination, the School must apply the standard of evidence described above. The written determination must include the following:

(a) Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30;

(b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

(c) Findings of fact supporting the determination;
(d) Conclusions regarding the application of the School’s policies to the facts;

(e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School’s education program will be provided by the School to the complainant; and

(f) The School’s procedures and permissible bases for the complainant and respondent to appeal.

The School will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of an appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator (and the School Principal, if the Title IX Coordinator is not the School Principal) is responsible for effective implementation of any remedies.

Nothing in this Policy precludes the School from removing a respondent from the School’s education program or activity on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Nothing in this Policy precludes the School from placing a non-student employee respondent on administrative leave during the pendency of a grievance process under this Policy. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Appeals

The School will offer both parties an appeal from a determination regarding responsibility, and from the School’s dismissal of a formal complaint of any allegations therein, on the following bases: (a) Procedural irregularity that affected the outcome of the matter; (b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and (c) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals must be submitted to the Title IX Coordinator in writing within ten (10) business days of receipt of the written determination regarding responsibility.
As to all appeals, the School will (a) Notify the other party in writing within five (5) business days when an appeal is filed and implement appeal procedures equally for both parties; (b) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator; (c) Ensure that the decision-maker(s) for the appeal complies with the standards for decision-makers set forth above and in 34 C.F.R. § 106.45(b)(1)(iii); (d) Give both parties a reasonable, equal opportunity to submit, within ten (10) business days, a written statement in support of, or challenging, the outcome; (e) Issue, within ten (10) business days of receipt of both parties’ written statements, a written decision describing the result of the appeal and the rationale for the result; and (f) Provide the written decision simultaneously to both parties.

Informal Resolution

The School will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment as provided above. Similarly, the School will not require parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

However, at any time prior to reaching a determination regarding responsibility the School may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the School:

(i) Provides to the parties a written notice disclosing: the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(ii) Obtains the parties’ voluntary, written consent to the informal resolution process; and

(iii) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Recordkeeping

The School will maintain for a period of seven years records of:

(a) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the School’s education program;

(b) Any appeal and the result therefrom;
(c) Any informal resolution and the result therefrom; and

(d) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The School will make these training materials publicly available on its website.

For each response to sexual harassment required above and under 34 C.F.R. § 106.44, the School will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School’s education program. If the School does not provide a complainant with supportive measures, then the School will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

Retaliation

The School and its personnel will not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, constitutes retaliation. The School will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the School’s grievance procedures for sex discrimination.

The exercise of rights protected under the First Amendment does not constitute prohibited retaliation.

Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute prohibited retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are federal laws that prohibit discrimination on the basis of disability. The School does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Because of the affirmative obligation under Section 504 to provide a free appropriate public education as well as to avoid harassment and discrimination based on disability, the School principal may establish additional procedures regarding issues related to compliance with Section 504.

Other Complaint Procedures

Any person who believes he or she has been the victim of discrimination or harassment by another student or an employee of the School, or any third person with knowledge of conduct that may constitute discrimination or harassment should immediately report the alleged acts to the School principal. Notice of sexual harassment should be given to the Title IX Coordinator designated by the School principal.

If the complaint is against the School principal, the complaint should be submitted to the president of the School’s Board of Directors.

The School is committed to investigating all complaints of discrimination or harassment under federal civil rights laws and will take action to stop any harassment or discrimination that is discovered.

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

Any complaints related to the School’s lunch program will be reported to the Utah State Office of Education, Child Nutrition Programs.

Compliance Officer

The School principal is designated the compliance officer for all federal civil rights matters under any of the foregoing federal laws and shall coordinate the School’s efforts to comply with federal civil rights laws. Any questions concerning this policy should be directed to the School’s principal.
North Davis Preparatory Academy
Concussion & Head Injury Policy

POLICY

The purpose of this policy is to protect the safety and health of North Davis Preparatory Academy (the “School”) students. The School recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The School acknowledges that the risk of serious injuries is significant when a concussion or head injury is not properly evaluated and managed, especially when the individual continues to participate in physical activities after the injury.

Accordingly, the School will comply with the provisions of Utah Code § 26-53-101 through -301 and R277-614 regarding the protection of athletes with head injuries. In order to protect the health and safety of its students, the School directs the Principal to establish administrative procedures consistent with this policy and applicable law.

NDPA Concussion & Head Injury Policy
Board Approval Date: 10-05-11
Concussion & Head Injury

Administrative 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. A 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.
North Davis Preparatory Academy
Concussion & Head Injury Policy Acknowledgement

I acknowledge that I have read, understand, and agree to abide by, the Concussion and Head Injury Policy and Procedures.

Name of Student: __________________________________________

Name of Parent/Guardian: ______________________________________

Signature of Parent/Guardian: ___________________________________

Date: __________________________
North Davis Preparatory Academy
Conflict of Interest Policy

POLICY

North Davis Preparatory Academy (the “School”) will follow all applicable state and federal laws, including but not limited to Utah Code § 53A-1a-518, prohibiting conflicts of interest.

In most situations, the School’s principal will evaluate whether a proposed transaction would create a prohibited conflict of interest. The principal may, however, request that the Board evaluate a proposed transaction and make the final determination of whether it would create a prohibited conflict of interest.

NDPA Conflict of Interest Policy
Board Approval Date: 8-04-10
North Davis Preparatory Academy
Continuing Enrollment Policy

PURPOSE

The Board of Directors of North Davis Preparatory Academy (the “School”) adopts this policy to apply in the event the School implements a distance learning program, online learning program, and/or blended learning program for the 2020-2021 and/or 2021-2022 school year. The Board is adopting this policy to help the School be able to provide a quality education to all of its students in the wake of the COVID-19 pandemic.

POLICY

The School shall not implement a distance learning program, online learning program, and/or blended learning program unless and until it receives approval from the Utah State Charter School Board to do so. If the School elects to implement any such program, the School shall follow all applicable laws related to the program, including Utah Administrative Code Rules R277-418 and R277-419.

Consistent with R277-419, the School’s Principal shall establish administrative procedures that designate a continuing enrollment measurement to document the continuing membership or enrollment status for each student that is enrolled in a distance learning program, online learning program, and/or blended learning program at the School. The continuing enrollment measurement established by the Principal may include some or all of the following components, in addition to other components, as determined by the Principal:

(a) A minimum student login or teacher contact requirement;
(b) Required periodic contact with a licensed educator;
(c) A minimum hourly requirement, per day or per week, when students are engaged in coursework; or
(d) Required timelines for a student to provide or demonstrate completed assignments, coursework, or progress toward academic goals.

With respect to students that are enrolled in a distance learning program, online learning program, and/or blended learning program at the School, the School shall document each participating student’s enrollment status in compliance with this policy and the Principal’s administrative procedures at least once every ten consecutive school days. The School shall also appropriately adjust and update student membership records in the School’s student information system for participating students that did not meet the continuing enrollment measurement.

NDPA Continuing Enrollment Policy
Board Approved Date: 6-24-20
North Davis Preparatory Academy
Copyright Compliance Policy

The purpose of this policy is to ensure compliance with all state and federal copyright laws.

Employees of North Davis Preparatory Academy (NDPA) are to follow all copyright laws. To avoid confusion by educators, Congress published "safe harbor" guidelines for educational uses of copyrighted material. While these guidelines are not a part of the law they represent the minimum standards for fair use of copyrighted materials in the classroom.

Guidelines for printed materials:
Educators may make a single copy for research or use in teaching of:
- A chapter from a book
- An article from a periodical or newspaper
- A short story, essay or poem
- A chart, graph, diagram, drawing, or cartoon (syndicated cartoons may not be copied)

Educators may make multiple copies for classroom use provided the copying meets the test of:
- Brevity
- Spontaneity
- Cumulative Effect

**Brevity**
The more material you take, the less likely it is that your use will be fair use. Some guidelines include:
- A complete poem of less than 250 words, printed on no more than two pages; or an excerpt from a long poem, but not more than 250 words.
- A copyrighted article, story, or essay of less than 2,500 or an excerpt of not more than 1,000 words, from a larger printed work or 10%, whichever is less.
- One chart, diagram, cartoon (syndicated cartoons may not be copied), or picture per book or periodical issue.
- Special works combining prose, poetry and illustrations, limited to no more than 10% of the total.

**Spontaneity**
The copying should be at the instance and inspiration of the individual educator, the decision to use the work and the moment of use are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect**
- Copying is made for one course.
- The same item cannot be reproduced for more than one term.
- No more than nine instances of copying per class during a term.
• There is only one work from a single author.
• No more than three authors from a collective work.
• The copying does not replace an anthology or collective work.
• No copying of "consumable" works.
• Copying should not simply substitute for purchase of original material.
• No charge is made to students beyond the actual cost of photocopying.
• All of the preceding must bear the copyright notice.

NDPA Copyright Compliance Policy
Board Approval Date:  2-01-06
Ratified Date:  6-03-09
North Davis Preparatory Academy
Course Substitution Policy

POLICY

North Davis Preparatory Academy (the “School”) offers classes satisfying the Grade 7-8 General Core Requirements specified in R277-700-5(3). In accordance with R277-700-5(7), the School may, upon request and with parental consent, substitute a course requirement with a course, extracurricular activity, or experience that is either (a) similar to the course requirement or (b) consistent with the student’s plan for college and career readiness.

Course substitution requests and parental consent must be provided to the Principal in writing and must (a) identify the course requirement seeking to be substituted; (b) identify and describe the desired course, extracurricular activity, or experience to be substituted for the course requirement; (c) explain how the desired course, activity or experience is similar to the course requirement and/or consistent with the student’s plan for college and career readiness; and (d) explain why it is in the student’s best interest to substitute the desired course, activity, or experience for the course requirement.

The Principal will decide whether to grant course substitution requests based on the Principal’s determination of what is in the student’s best interest and other relevant factors related to the specific request.

Appeal Process

A parent who is dissatisfied with the Principal’s decision regarding a course substitution request may appeal that decision to the Board President in writing within ten (10) days of the decision. The written appeal should provide all relevant information regarding the request and the Principal’s decision.

The Board President or another Board member designated by the Board President will review the appeal and the Principal’s response and determine whether the course substitution request should be granted. The Board President or their designee will notify the parent of the decision on the appeal in writing within ten (10) days of receiving the appeal. This decision will be final.
North Davis Preparatory Academy
Credit Card Policy

PURPOSE

The purpose of this policy is to authorize the Principal to obtain credit cards for employees of North Davis Preparatory Academy (the “School”) and to establish procedures for use of credit cards to make purchases for the School.

POLICY

Credit Card Account

Academica West has established a corporate credit card account under which the School can have individual credit cards issued for authorized School employees.

The School will receive individual statements for each credit card issued to the School, and the School will make monthly payments directly to the credit card company. The School will be responsible for full payment of all charges and any fees or interest due each month.

The total credit limit for all cards issued to School employees will be $7,500. However, in the event a purchase needs to be made that exceeds this amount, the credit limit may be temporarily increased to $25,000 with the approval of the Principal, Board President and Board Financial Coordinator in order to make the purchase and then decreased back to the normal limit as soon as practicable.

The Principal shall establish administrative procedures that are in accordance with sound fiscal practices and applicable laws and regulations to ensure that proper internal controls are in place with respect to the use of credit cards by School personnel.

NDPA Credit Card Policy
Board Approval Date: 12-07-16
Credit Card
Administrative Procedures

Procedures for Issuing Cards

The Principal will be issued a credit card and may authorize other School employees to receive credit cards. The Principal will coordinate the issuance of credit cards to School employees with Academica West.

The Principal will ensure that all employees to whom cards are issued are aware of and receive appropriate training regarding the policies and procedures applicable to their use of the card.

Procedures for Making Purchases

School credit cards issued to School employees under this policy may only be used for legitimate business purposes. School credit cards may not be used for cash advances or ATM transactions for any reason. School credit cards may not be used for the purchase of alcohol. School credit cards are not intended for purchases that can otherwise be paid for by check using standard payment methods, including purchases from vendors that do not accept checks, purchases during travel, or emergency purchases.

The person to whom a School credit card is issued and whose name is on the card (the “cardholder”) is solely responsible for all purchases on the card and for ensuring that the credit card number is not used by unauthorized personnel. As such, the cardholder shall not share their card number with anyone. In addition, the credit card should not be stored in an online account that anyone other than the cardholder has access to.

All purchases with a School credit card must be authorized in accordance with the School’s Purchasing and Disbursement Policy and must comply with all applicable procurement requirements. Documentation of purchase approvals will be retained.

The cardholder is responsible for receiving, printing and retaining all receipts related to purchases made with the School credit card. The cardholder shall label all receipts with a description of what it is for to ensure proper coding. All receipts must be submitted to Academica West within one week of the closing date of the account statement.

Upon the termination of a cardholder’s employment for any reason, their School credit card must be cancelled immediately and returned to the Principal.

All purchases made with School credit cards will be reconciled by Academica West monthly in order to ensure that all receipts are present and that all purchases have been made in accordance with School policies.
Violation of policies and procedures regarding use of School credit cards, including not retaining documentation of purchases or making personal purchases, may result in card cancellation, disciplinary action, or criminal prosecution. If the School disputes a purchase made with the School credit card, the School may dispute the charge and may hold the cardholder responsible for the charge.

The Principal and Academica West will develop an internal review plan to periodically select School credit card statements to verify that School policies and procedures are being followed and that purchases are appropriate, documented, and coded to the proper funding sources.

If a School credit card is lost or stolen, the cardholder must immediately contact the Principal, and the Principal will notify Academica West to have the card cancelled.
North Davis Preparatory Academy
Credit Evaluation Policy

PURPOSE AND PHILOSOPHY:

To insure equity and fairness to all students when evaluating credit earned at institutions other than North Davis Preparatory Academy (NDPA), and to be in compliance with Utah State Rule R277-705-3.

Transfer of credit

1. NDPA shall accept student credit and grades at face value from public schools accredited by Northwest Association of Accredited Schools (NAAS) and by regional or third party accrediting associations recognized by NAAS.

2. NDPA shall accept student credit at face value from a nonpublic school if the school was evaluated by NAAS consistent with credit approval criteria as outlined by Utah Administrative Rule R277-410-4.

3. The Northwest accreditation standards provided in Utah Administrative Rule R277-413 are applicable to public junior high and middle schools in their entirety if the schools include 9th grade.

4. Requests for acceptance of credit from a school that is not accredited, or an accredited school that did not satisfy all criteria of Utah Administrative Rules R277-410-4B, will be referred to the Credit Evaluation Committee for credit determination.

The NDPA Credit Evaluation Committee findings will be based on the following forms of evidence:

a. Course title and description
b. List of instructional materials used
c. Student achievement (progress)
   i. Formative evaluations (sample)
   ii. Summative evaluations (sample)
d. Correlation of course objectives with the Utah State Core Curriculum standards and objectives
e. Course length and student attendance
   i. Number of days the class met
   ii. Normal class length
   iii. Number of classes attended by the student
f. Grading criteria used
g. Teacher name, qualifications, certifications, endorsements, etc.
h. Course requirements for credit (representative sample of student work)
i. Copy of student records
5. In addition to the forms of evidence, listed above, students seeking credit may be required to demonstrate competency through end-of-level testing approved by NDPA in areas where competency tests are available.

6. NDPA will have the final decision-making authority for the awarding of credit and grades from non-accredited sources consistent with state law and due process.

7. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.

8. Students released for home instruction do not earn NDPA credits. If students re-enter NDPA, requests for credit for home instruction studies will be evaluated under the provisions of this policy.

NDPA Credit Evaluation Policy
Board Approval Date: 3-05-08
Ratified Date: 6-03-09
DATA CONFIDENTIALITY ADDENDUM

This Data Confidentiality Addendum (the “Addendum”) is entered into this ______ day of __________________, 2017, between North Davis Preparatory Academy, a Utah nonprofit corporation (“School”), and ______________________________ (“Contractor”).

Recitals

A. School and Contractor are parties to a contract (the “Contract”) regarding products and/or services to be provided and/or licensed by Contractor to School (the “Contractor Services”).

B. Utah Code § 53A-1-1410 establishes requirements for contracts between educational entities such as School and third party contractors such as Contractor.

C. The parties are entering into this Addendum, in order to ensure that the agreement between the parties complies with Section 53A-1-1410.

Agreement

Now, therefore, in consideration of the foregoing and the mutual covenants and promises of the parties hereto, the parties agree as follows:

1. Except as provided in Utah Code § 53A-1-1410(4), Contractor will not use any personally identifiable student data received from School for any purpose other than to provide the Contractor Services to School.

   (a) “Personally identifiable student data” means student data that identifies or is used by the holder to identify a student and includes:

   i. a student’s first and last name;

   ii. the first and last name of a student’s family member;

   iii. a student’s or a student’s family’s home or physical address;

   iv. a student’s email address or other online contact information;

   v. a student’s telephone number;

   vi. a student’s social security number;

   vii. a student’s biometric identifier;
viii. a student’s health or disability data;

ix. a student’s education entity student identification number;

x. a student’s social media user name and password or alias;

xi. if associated with personally identifiable student data, the student’s persistent identifier, including:

1. a customer number held in a cookie; or

2. a processor serial number;

xii. a combination of a student’s last name or photograph with other information that together permits a person to contact the student online;

xiii. information about a student or a student’s family that a person collects online and combines with other personally identifiable student data to identify the student; and

xiv. other information that is linked to a specific student that would allow a reasonable person in the school community, who does not have first-hand knowledge of the student, to identify the student with reasonable certainty.

2. Contractor acknowledges that all student data of the School is the property of the student under Utah Code § 53A-1-1405. Contractor will collect, use, store, and share personally identifiable student data only in accordance with the Contract, this Addendum, Utah Code § 53A-1-1410, as it may be amended, and any administrative rules adopted by the Utah State Board of Education. The parties acknowledge and agree that the terms of Utah Code § 53A-1-1410, as it may be amended, and any administrative rules adopted by the Utah State Board of Education implementing Utah Code § 53A-1-1410 govern the relationship between the parties.

3. Contractor may only share personally identifiable student data with employees and independent contractors of Contractor who have a legitimate need to such data in order to enable Contractor to provide the Contractor Services to School. School may request that Contractor notify School of independent contractors with whom Contractor shares such data and the purpose for which such data is shared and to verify to School that such independent contractors are bound by confidentiality agreements similar in scope to this Addendum.

4. At the request of School, Contractor will allow School or its designee to audit Contractor in order to verify compliance with the terms of the Addendum that relate to the confidentiality and protection of personally identifiable student data. This right to conduct
an audit is subject to Contractor’s confidentiality obligations to other customers and third parties.

5. During the term of the Contract, Contractor will delete personally identifiable student data at the request and direction of School.

6. At the completion of the parties’ agreement, if the Contract has not been renewed, Contractor shall return or delete upon the School’s request all personally identifiable student data of the School in Contractor’s possession and provide to the School written verification of the return or deletion of such data, including deletion from Contractor’s back-up system.

7. The Contractor covenants and agrees that it shall defend School from and against any and all third party claims related to the unauthorized disclosure of Personally Identifiable Student Data by Contractor or its employees, agents, officers and directors, and indemnify School against any final judgements entered by a court of competent jurisdiction, and associated legal fees.

8. In the event of any conflict between the Addendum and the Contract, the terms of this Addendum shall govern.

The parties have executed this Addendum as of the date first set forth above.
NORTH DAVIS PREPARATORY ACADEMY,
a Utah non-profit corporation

Ryan Robinson
Principal

Contractor:

Name: ____________________________
Title: ____________________________

NDPA Data Confidentiality Addendum
Board Approval Date: 6-07-17
1. PURPOSE

North Davis Preparatory Academy (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

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 Principal 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, MoveIt (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 fulfill 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/mailing 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. A student’s passport information.
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 biometric identifier (blood type);
7. 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
8. 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. Phone number;
3. Address;
4. Email;
5. Photograph;
6. Grade Level;
7. Participation in officially recognized activities and sports; and
8. 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.
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 Principal 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 Principal 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

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.
North Davis Preparatory Academy
Donation of Personal Time Off Policy

The purpose of this policy is to provide a mechanism by which employees can voluntarily donate personal time off (PTO) days to other staff members under extraordinary circumstances.

1. An employee, or an employee's immediate family member, must be experiencing a catastrophic illness in order to be eligible to receive donated leave.
2. Employees must use all of their available personal leave balances before they can access donated days.
3. Qualifying employees may receive a maximum of 15 donated days in a fiscal year.
4. Employees may only donate time from their current PTO balance.
5. An employee may donate a maximum of 5 days of leave to a particular employee in any one fiscal year.
6. All donations must be made in full day increments.
7. Once donated time has been transferred to the recipient's PTO balance, the donor has no rights to that time for any reason.
8. The decision to donate sick leave should be an individual and personal decision and is completely voluntary.
9. All sick leave donations which are in accordance with the conditions outlined in this policy must come before the school administrator for approval.
10. All donated PTO days must be used for their intended purpose.

PROCEDURE

1. Catastrophic illness includes but is not limited to: a life threatening illness that requires the employee to be absent from work for an intermittent and/or extended period of time; or a medical emergency that results in absence from work for at least one week or more for personal illness or to attend to an immediate family member.
2. Employees choosing to donate sick leave to an employee must submit a written letter to the school administrator indicating the number of days donated, the date of donation, and an acknowledgement of remaining days after the donation. Both the administrator and employee will sign the letter of acknowledgement.
3. Requests not meeting the conditions of the policy will be denied by the school administrator. Denials may be appealed to the Board of Directors for consideration.
4. Approved donations will be immediately deducted from the donor's leave balance and credited to the recipient's balance.
5. The school administrator will coordinate with the Management Company to assure proper transactions between donor / receiver occur. The school administrator will notify the donor and the recipient after the transaction has occurred.
North Davis Preparatory Academy
Employee Donation of PTO Form

Name of Donating Employee: ________________________________

I am requesting that _______ days of my Paid Time Off balance be transferred to:

__________________________
(Name of Receiving Employee)

I am aware of the rules regarding the donation of Paid Time Off and of the use of donated Paid Time Off. I have read and understand the criteria on the back of this form which will be used in determining my eligibility to participate and how it will affect my Paid Time Off balance.

______________________________________________  __________
Signature of Donating Employee                    Date

Acknowledgement:

_____ Request Granted
_____ Request Denied

Comments: __________________________________________

______________________________________________

Beginning Balance: _______ PTO days
Donated Days: _______ PTO days
Ending Balance: _______ PTO days

______________________________________________  __________
Signature of Principal                             Date

**ORIGINAL SENT TO ACADEMICA WEST TO BE PLACED IN EMPLOYEE FILE**
Employees who are interested in donating Paid Time Off days must meet the following qualifications and understand the following guidelines:

1. Employees may only donate PTO days from their current PTO balance.

2. An employee may donate a maximum of five (5) PTO days to a particular employee in any one school year.

3. All donations must be made in full day increments.

4. Once donated PTO days have been transferred to the recipient's PTO balance, the donor has no rights to those PTO days for any reason. Approved donations will be immediately deducted from the donor's PTO balance and credited to the recipient's balance.

5. The decision to donate PTO should be an individual and personal decision and is completely voluntary.

6. All PTO donations must be approved by the Principal.
North Davis Preparatory Academy
Donations & Fundraising Policy

Although North Davis Preparatory Academy (the “School”) does not typically engage directly in fundraising, it may do so on certain occasions in order to help advance the School’s mission. The School encourages the contributions of gracious donors who have the resources and the inclination to make donations for the benefit of the School and its students. This policy is intended to ensure that the School has in place appropriate guidelines and standards for the School’s acceptance of donations and gifts as well as for when the School engages in or sponsors fundraising activities.

Donations and Gifts

The Principal will notify the Board of Directors of any donation in excess of $1,000. The Board of Directors must approve any voluntary donation from a private individual or organization in excess of $10,000. Donations involving conditions or restrictions will be considered on a case-by-case basis by the Principal or Board of Directors, as applicable. Anonymous donations do not require approval. The Principal will ensure that charitable donation receipts are provided to donors as necessary.

The decision of whether to accept a donation will be based on an evaluation of the specific restrictions or conditions imposed by the donor, the amount of the contribution, and any other reasonable criteria. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

The School may not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. The Principal is also responsible for ensuring that donor restrictions of accepted donations are complied with and that compliance can be verified.

The Principal must ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School will comply with other applicable laws and regulations, including but not limited to procurement requirements, rules related to construction of improvements, IRS regulations, and Title IX requirements.

Fundraising

Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School.

The Principal shall establish administrative procedures to ensure that school-sponsored fundraising is carried out on a fiscally responsible manner and that it is clearly distinguishable which fundraising activities are school sponsored and which are not school sponsored.

For the purposes of this policy, “school sponsored” means activities that are expressly authorized by the School’s Principal or Board of Directors that support the School or authorized curricular
clubs, activities, sports, classes, or programs that are themselves school sponsored. School-sponsored activities must be managed or supervised by School employees. Activities sponsored by the School’s parent organization are not school-sponsored activities, but the parent organization may be involved in and provided assistance in connection with school-sponsored activities.

The Board will review this policy at least every four years.

NDPA Donations & Fundraising Policy
Board Approval Date: 10-10-13
Donations & Fundraising  
Administrative Procedures

These administrative procedures are adopted in accordance with the Donations and Fundraising Policy adopted by the North Davis Preparatory Academy Board of Directors.

Donations and Gifts

The School is a non-profit corporation under Section 501(c)(3) of the Internal Revenue Code. Therefore, donations to the School may be tax deductible to the extent provided by law.

The School will document donations received and any associated conditions or restrictions. Donations will remain anonymous unless recognition is a condition of an accepted donation. The School will not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. The Principal will ensure that donor restrictions of accepted donations are complied with and that compliance can be verified. The Principal will ensure that charitable donation receipts are provided to donors as necessary.

The Principal must approve voluntary donations from private individual or organization in excess of $1,000 and up to $10,000 and any donation involving donor restrictions prior to accepting the donation. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

If advertising or other services are offered to a donor in exchange for a donation or gift, the School will objectively value the donation or gift in order to ensure the School receives at least fair value.

Donations made via check should be made out to North Davis Preparatory Academy, Inc.

The Principal will ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School will comply with other applicable laws and regulations, including but not limited to procurement requirements, rules related to construction of improvements, IRS regulations, and Title IX requirements.

Fundraising

The following procedures 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 must be submitted to the School’s Principal for approval.

4. The Principal may restrict the time, place, and manner of any approved fundraising activity.

5. 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.

6. Fundraising activities that may expose the School to risk of financial loss or liability if the activity is not successful should not be approved.

7. 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 in connection with their employment. Such employees may be compensated for such work as appropriate as determined by the Principal.

8. 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.

9. Competitive enticements for student participation in fundraising efforts are generally discouraged, and any such rewards or prizes must be approved by the Principal.

10. The Principal 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.

11. All funds raised through school-sponsored fundraising activities are considered public funds and will be handled accordingly. The Principal will ensure that all other applicable fiscal policies are complied with in connection with fundraising activities.

12. Any fundraising activities that are related to the School but not school sponsored, such as fundraising activities of the parent organization, 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.

13. The Principal will ensure that charitable donation receipts are provided as necessary.

14. 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, including the School’s parent organization, may use these numbers.

15. Any School employee involved in managing or overseeing non-School-sponsored fundraising must disclose to the Principal any financial or controlling interest in or access to bank accounts of the fundraising organization or company.

16. The School may cooperate with outside entities such as the parent organization 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 Principal’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 Principal 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.
17. 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 Principal 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.
North Davis Preparatory Academy
Dress Code Policy

PURPOSE

North Davis Preparatory Academy (the “School”) believes that a mandatory school dress code helps enhance the school environment and that it promotes an atmosphere conducive to appropriate discipline with a minimum need for ongoing intervention, thereby increasing learning opportunities for students by removing many of the distractions and negative or disruptive connotations associated with various types of clothing.

POLICY

The administration will determine the School’s dress code. The dress code should be supportive of the purposes set forth above, yet easily understood by parents and students and not overly complicated, restrictive, or burdensome to families. The administration may modify the dress code from year to year in order to address changes in style and other factors. However, the key provisions of the dress code, including the color and style of allowable tops, bottoms, and dresses/jumpers, should typically remain largely consistent from year to year in order to avoid placing undue burden on families.

All students of the School are required to comply with the dress code. Parents are responsible for ensuring that their children wear the appropriate clothing to school. The administration will be responsible for enforcing compliance with the dress code.

NDPA Dress Code Policy
Board Approval Date: 3-28-18
Dress Code

Administrative Procedures

These procedures are established in accordance with the Dress Code Policy adopted by the School’s Board of Directors.

To best meet the mission of North Davis Preparatory Academy, the following dress code guidelines have been established. This dress code will enhance the learning environment of our children and cultivate an atmosphere of discipline, equality and respect.

**Tops**
- Shirts must be of a collared style, plain with no pictures or writing, and solid color – either white, navy, or red. Buttons must not stand out.
- Appropriate collared styles are: blouse, polo, oxford, turtleneck, or dress shirt.
- Sweaters or vests may be worn in solid white, navy, or red. Buttons or other detail should not stand out.
- Plain white, navy, or red undershirts may be worn under school shirts for warmth.
- Solid white, navy, or red sweatshirts with hoods (hereafter referred to as “hoodies”) in both pullover and zip up styles may be worn in class for physical comfort with the permission of the teacher. Hoodies with the approved NDPA school logo are also acceptable.
- Tops must be worn in a modest way that does not draw attention to a person’s body.

**Dresses/Jumpers**
- Dresses may be worn if they plain navy, white, or red, have a collar, and are of appropriate length. (See “Bottoms” below.)
- Jumpers may be worn if they are plain navy, white, red, tan or school plaid, and are of appropriate length. (See “Bottoms” below.)

**Bottoms**
- Girls can wear skirts, jumpers, skorts, shorts, capris, or pants. No denim (or fabrics that appear to be denim) is permitted except for “Casual Friday” or “Free Dress Day” as described below. They are to be solid navy, solid tan, or school-approved plaid. Skirts, shorts or skorts are to be of modest length.
- Boys can wear pants or shorts in solid navy or tan. No denim is permitted except for “Casual Friday” or “Free Dress Days” as described below. No basketball-style or athletic pants/shorts are allowed except for PE class. Shorts are to be of modest length.

**Accessories**
• All accessories should be appropriate for school, should be plain red, white, navy, or of neutral colors and should not stand out.
• Girls may wear jewelry or hair accessories that are appropriate for school that do not stand out or distract.
• No hats of any kind (including baseball caps) or sunglasses may be worn in the building.
• Girls may wear smooth opaque, cable-knit tights, or leggings as accessories. Appropriate colors include white or navy.
• Belts and ties are optional. If worn, the belt should be solid brown, navy, or black and not stand out.
• Shoes must not be open-toed or backless. Heelies should never be worn at school or any school activity for safety reasons. Higher heels for young women create a safety hazard, and cannot be worn during the school day. Shoes should be of neutral colors and not stand out.

**Dress Uniform**

• To be worn for all field trips and on other specifically designated occasions. This uniform includes a solid white top (with or without the school logo) and solid navy bottoms that are not denim (or fabrics that appear to be denim).

**Vendor Information**

• Clothing may be purchased wherever appropriate styles are available.

**Regulations**

• Dress and grooming standards are part of the dress code regulations.
• Uniforms must be worn during school hours, except under specially designated circumstances such as “Free Dress Days”. Unless otherwise stated, students attending after school activities do not need to adhere to the dress code guidelines.
• Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skirts must be worn at or near the waist, shoes must be tied or fastened, clothing must be worn right-side-out, and appropriate underwear must be worn. Clothing shall not be excessively worn or have holes.
• Uniforms will be worn Monday through Friday. Fridays will be designated “Casual Fridays”, and students may wear denim pants with their uniform tops.
• Hair must be kept neat, have a combed appearance, and be appropriate for school. No extreme colors or styles.
• Any makeup worn should be appropriate for school.
• Outer wear that is worn for warmth to and from school and at outside recess is not considered a uniform item. Any sweaters or hoodies worn inside the classroom must be consistent with school uniform colors and requirements.

**Casual Friday Dress Standards**

• Blue or navy denim pants without holes may be worn on Casual Fridays. All other uniform regulations apply.

**Free Dress Day Standards**
On free dress days, students are still expected to dress in a manner that positively impacts the learning environment. Clothing must be modest, tasteful, and it must not compromise safety standards for our students. The following standards include:

- Shorts and skirts need to be consistent with NDPA Dress Code Policy
- No tank tops
- No baggy pants
- No bare or stocking feet
- No open toe or heeled shoes
- No clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages or pictures
- No clothing that exposes bare midriffs, buttocks or undergarments
- No clothing assumed as gang related

Administration Has Discretion
These administrative procedures are intended to create a framework to meet the purpose as stated in the Dress Code Policy. As styles change, or if questions arise, the school administration, as the Board of Directors’ designee, has the authority to determine if a student’s dress in keeping with the Dress Code Policy.
North Davis Preparatory Academy
Dual Enrollment Policy

PURPOSE

The purpose of this policy is to articulate the position of North Davis Preparatory Academy (the “School”) on the dual enrollment of students in both the School and in a private school, home school, or another public school. The School understands that it may be appropriate under certain circumstances to accommodate secondary school students seeking to dually enroll in the School, but the School also wants to ensure that the dual enrollment of its secondary school students does not create negative financial implications for the School or prevent the students from fully engaging in and benefiting from all aspects of the School’s mission.

POLICY

For purposes of this policy, “dual enrollment” or “dually enroll(ed)” means a student who is enrolled simultaneously in the School and in (1) a private school; (2) home school; or (3) another public school.

The School does not allow elementary school students to dually enroll in the School. The School may, in its discretion and on a case-by-case basis, allow secondary school students to dually enroll in the School. However, the School generally will not allow a secondary school student to dually enroll in the School if there is not a reasonable educational basis for the dual enrollment and if the School will not be the secondary school student’s primary LEA, meaning the LEA which reports the student to be in regular membership and, if applicable, special education membership (sometimes referred to as the student’s “school of record”).

In order for a secondary school student’s request for dual enrollment to be considered by the School, the request should be submitted to the Principal using the approved forms provided by the School.

Secondary school students who are dually enrolled in the School will only take at the School the state standardized tests and other assessments for the subjects for which they receive instruction at the School.

This policy is consistent with Utah Administrative Code Rule R277-438-3(2), which gives charter schools discretion as to whether or not to allow dual enrollment in their schools.

NDPA Dual Enrollment Policy
Board Approval Date: 2-05-20
North Davis Preparatory Academy
Electronic Meetings Policy

PURPOSE

The purpose of this policy is to establish the means and procedures by which the Board of Directors (the “Board”) may conduct electronic meetings in accordance with the provisions of the Utah Open and Public Meetings Act (the “Act”), including Utah Code Ann. § 52-4-207.

POLICY

Definitions

The Board adopts for application in this policy the definitions in the Act at § 52-4-103.

Electronic Meetings

The Board may, from time to time as needed, convene and conduct electronic board meetings. For the purpose of this policy, an “electronic board meeting” is defined as a meeting convened and conducted in accordance with the Act by means of telephone, teleconferencing, or other electronic telecommunications media by which all participants participate by audible oral communication.

The Board will establish one or more anchor locations for the electronic board meeting, at least one of which is the building where the Board would normally meet if they were not holding an electronic meeting.

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

Notice

Prior to conducting an electronic meeting, the Board shall provide advance notice of the meeting in accordance with the Act.

Notice shall be provided to all Board members, as well as to members of the public in accordance with the provisions of the Act.

Each notice shall describe the means of communication by which members will be connected to the electronic meeting and the anchor location.
North Davis Preparatory Academy
Electronic Resources Policy

PURPOSE

North Davis Preparatory Academy (the “School”) recognizes the value of computer and other electronic resources to facilitate student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students’ and employees’ use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources.

Electronic Devices and School Electronic Resources

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today’s society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Principal shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.
Electronic Resources

Administrative 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/Resources

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: a 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.

“School Electronic Resources” means resources that include computers and other electronic devices and related software, hardware, the School’s network and access to the Internet.

“School” means North Davis Preparatory Academy (NDPA) charter school

“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.

Responsible/Appropriate Student Use of Electronic Resources

- Students may possess or use privately-owned electronic devices at School during the School day and at School-sponsored activities to access information and communicate with others in a way that enhances the educational environment.
- Teachers or advisors shall determine if privately-owned electronic devices are allowed in their individual classrooms.
- 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.
Irresponsible/Inappropriate Student use of Electronic Resources

- 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. See NDPA Bullying and Hazing Policy for additional details.
- 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.
- Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. 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.
- Students may not invade the privacy of others by accessing private information on others’ electronic device without permission.
- Students may not send communications from another individual’s personal electronic device or personal account at School or a School-sponsored activity with the intent of deceiving the receiver as to the identity of the sender.
- Students may not use School electronic resources to send communications with the intent of deceiving the receiver as to the identity of the sender.
- Students who participate in electronic communication that takes place outside the regular School day may be subject to disciplinary action if that communications substantially disrupts the educational process at school.
- In the event that one student’s electronic device has been misused by another student, both students may be subject to disciplinary action.

Exceptions

The Principal may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may make individualized requests for exceptions to this policy by contacting the Principal.

Procedures for determining appropriate/inappropriate use

- The Principal or designee shall conduct an appropriate investigation into alleged misuse of electronic devices.
- Electronic devices that are used inappropriately may be subject to search by the Principal 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.
**Consequences for Irresponsible or Inappropriate Use of Electronic Resources**
Consequences for misuse of electronic devices will be handled in accordance with the NDPA Bullying Policy or the NDPA Student Conduct and Discipline Policy. Both policies are clearly posted on the NDPA website.

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.

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

**Loss or Damage of Privately-Owned Electronic Devices**

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 that the School has a student’s electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. *The School will retain un-retrieved electronic devices until the end of the School year, at which the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.*

**Notice of the Policy**

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.
North Davis Preparatory Academy  
Employee Compensation During School Closure & Other Extraordinary Circumstances Policy  

**POLICY**

North Davis Preparatory Academy’s (the “School”) Board of Directors (the “Board”) adopts this policy in order to authorize compensation to employees during school closure and other temporary extraordinary circumstances when employees are not able to perform all of the duties that they would normally be assigned to do and/or work all of the hours they would normally be scheduled to work in exchange for their agreed-upon compensation.

The Board delegates to the Principal the authority to assess all relevant factors, including but not limited to the anticipated availability and security of state and federal funding over the short and long term, and implement this policy when the situation warrants.

This policy may be applied retroactively.

**Continued Employment and Compensation**

The Board recognizes that closures and other temporary extraordinary circumstances impact normal school operations in many different ways, some of which are not foreseeable. The School nonetheless intends to keep employees employed and engaged in serving the School’s students to the maximum extent possible during such circumstances. The School also desires to pay employees in full, as provided for in their employment agreements, to the maximum extent possible during such circumstances, including by providing paid time off when necessary.

**Paid Time Off**

**Criteria for Paid Time Off**

All of the following criteria must be met before paid time off may be given to an employee under this policy for any portion of an employee’s compensation:

- The employee and the Principal or the Principal’s designee have explored all reasonable alternatives for the employee to provide services in connection with their current position(s) and have determined that there are none;
- The employee and the Principal or the Principal’s designee have determined that the employee has completed all possible training and professional development opportunities that can be conducted online or through self-directed opportunities; and
- The employee and the Principal or the Principal’s designee have determined that there are no other reasonable work opportunities available for the employee—including work opportunities in other programs and work from home.
Substitute teachers are not eligible for paid time off under this policy. However, the school will explore opportunities for substitute teachers to provide services for their regular rate of pay during a closure or other extraordinary circumstances.

**Documentation**

For each employee receiving paid time off under this policy, the Principal and the employee will identify the expectations for what duties the employee will perform, the hours the employee will work, and the amount of paid time off the employee will receive.

**Other Paid Time Off and Leave**

This policy does not apply to or affect other paid time off or leave an employee may receive or be eligible for under other School policies or applicable law.

**Compensation Expenditures Charged to Federal & State Grants & Programs**

Compensation-related expenditures for employees who qualify for paid time off under this policy will be charged to the employee’s regular position and program. This includes compensation-related expenditures for Federal and State grants and programs.

Only the portion of the employee’s compensation that would normally be associated with a program will be charged to such program. Compensation charged to a program during extraordinary circumstances, including paid time off under this policy, will be calculated based upon the employee’s employment agreement and normal average hours per day/week the employee worked before the extraordinary circumstances occurred.

If an employee is not able to complete all of his or her normal average hours by working in the employee’s regular position and program but is able to make up the difference by working in a different program, the School will charge the employee’s compensation to both programs in accordance with the hours the employee worked in each program. However, the employee will not be compensated beyond the normal average hours that the employee worked before the extraordinary circumstances began.

Notwithstanding the foregoing, if an employee receives paid time off under this policy and that paid time off is charged to the employee’s regular position and program, the employee may not be compensated for additional time worked in another program.

**Maximum Compensation**

The School will pay employees in full, as provided in employment agreements, for all work performed under extraordinary circumstances, including any overtime as required by law.

However, paid time off under this policy is intended to make employees whole and reduce the financial burden caused by the extraordinary circumstances. This policy is not intended to provide an employee with a windfall.
Therefore, an employee’s total compensation that includes paid time off under this policy may not exceed the amount provided for in the employee’s employment agreement and may not exceed what the employee typically earned prior to when the extraordinary circumstances began.

The School will treat all employees the same under this policy, regardless of whether they are compensated through Federal or State grants or programs.
North Davis Preparatory Academy
Employee Handbook Policy

PURPOSE

The purpose of this policy is to ensure that North Davis Preparatory Academy (the “School”) operates in accordance with applicable employment laws.

The School’s Principal will adopt and keep updated an Employee Handbook and establish administrative procedures that comply with federal and state employment laws.

NDPA Employee Handbook Policy
Board Approval Date: 8-06-14
North Davis Preparatory Academy
Enrollment & Lottery Policy

PURPOSE
To provide guidelines on appropriate procedures on enrollment and lottery processes.

POLICY
In regards to applications, enrollment, and lottery procedures, North Davis Preparatory Academy will follow all state and federal laws and guidelines.

Temporary Leave of Absence
North Davis Preparatory Academy (NDPA) recognizes that students will occasionally be required to leave NDPA on a temporary basis but intend to return. NDPA desires to establish a policy by which such students, may retain their enrollment slot in NDPA after a temporary absence without being required to re-enter NDPA through the lottery process. Accordingly, students who have enrolled in NDPA through the lottery process and must temporarily transfer to another educational institution due to extenuating family circumstances may petition the Board for approval of a temporary leave of absence no less than thirty (30) days prior to withdrawing from NDPA. The decision on the petition will be made pursuant to procedures established by the principal and a representative of the Board.

NDPA Enrollment & Lottery Policy
Board Approval Date: 12-02-09
North Davis Preparatory Academy
E-Rate Proclamation

Whereas North Davis Preparatory Academy has established an E-Rate Gift Administrative Policy, prohibiting NDPA from accepting gifts from any vendors who participate in the E-Rate program,

Whereas North Davis Preparatory Academy has established an E-Rate Administrative Procurement Policy, requiring open and fair bidding processes for potential vendors,

Whereas North Davis Preparatory Academy has established an E-Rate Record Retention Administrative Policy, requiring NDPA to keep all E-Rate records for a minimum of 5 years,

The NDPA Board of Directors hereby proclaim that these administrative policies meet all the requirements of the Universal Service Fund, and the Board directs the administration to ensure that all three policies are followed to the full extent of all laws and regulations, and that Trent Brown be designated as the official signer of the E-Rate documents.

NDPA E-Rate Proclamation
Board Approval Date: 10-10-13
It is the policy of North Davis Preparatory Academy (the “School”) to comply with the gift rules outlined in the FCC’s 6th Report and Order. Specifically, as an E-Rate applicant, the School and its employees and agents will not solicit or accept any gift or other thing of value from a service provider participating in or seeking to participate in the E-Rate program. This policy is applicable at all times and is not in effect or triggered only during the time period when the competitive bidding process is taking place. Notwithstanding the foregoing, this policy is not intended to discourage charitable giving.
E-Rate Procurement
Administrative Procedures

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, North Davis Preparatory Academy (the “School”) shall:

Make a request for competitive bids for all eligible goods and/or services for which E-Rate support will be requested and comply with all applicable state procurement processes.

Wait at least twenty-eight (28) days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

Maintain control over the competitive bidding process; shall not surrender control of the process to a service provider who is participating in the bidding process; and shall not include service provider contact information on the FCC Forms 470.

If a situation is not addressed by this policy, the School will follow 47 C.F.R., section 54.503.

NDPA Administrative Policy
E-Rate Procurement Policy
Last Updated: 9-27-13
E-Rate Record Retention

Administrative Procedures

It is the policy of North David Preparatory Academy (the “School”) to retain all e-Rate records for a period of five (5) years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

NDPA Administrative Policy
E-Rate Record Retention Policy
Last Updated: 9-27-13
North Davis Preparatory Academy
Ethics Policy

North Davis Preparatory Academy (the “School”) adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School’s Board of Directors and Principal in accordance with the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

(a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;

(b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;

(c) using or attempting to use his/her official position to:
   (i) further substantially his/her personal economic interest; or
   (ii) secure special privileges or exemptions for himself/herself or others;

(d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;

(e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or

(f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:
(i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;

(ii) that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or

(iii) if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

NDPA Ethics Policy
Board Approval Date: 10-10-13
Family Educational Rights and Privacy Act  
Notice of Directory Information

The Family Educational Rights and Privacy Act (“FERPA”), a federal law, requires that North Davis Preparatory Academy (the “School”), with certain exceptions, obtain a parent or eligible student’s (eligible students are students 18 years of age or older) written consent prior to the disclosure of personally identifiable information (“PII”) from a student’s education records. However, the School may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include information from a student’s education records in certain school publications. Examples include:

- A playbill, showing a student’s role in a drama production;
- The annual School yearbook;
- Recognition lists; and
- Programs for school sporting events, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or eligible student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (the “ESEA”), to provide military recruiters, upon request, with student names, addresses and telephone listings unless parents or eligible students have advised the LEA that they do not want such information disclosed without their prior written consent. See Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If a parent or eligible student does not want the School to disclose any or all of the types of information designated below as directory information from the student’s education records without prior written consent, the parent or eligible student must so notify the School in the “Notice for Directory Information” Section in the student’s Registration Packet prior to submitting the Registration Packet to the School. The School has designated the following student information as directory information:

- Name;
- Phone number;
- Address;
- Email;
- Photograph;
- Grade level;
- Participation in officially recognized activities and sports; and
- Honors and awards.
Family Educational Rights and Privacy Act
Notification of Rights

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day North Davis Preparatory Academy (the “School”) receives a request for access. A parent or eligible student should submit to the School Principal/Director a written request that identifies the record(s) the parent or eligible student wishes to inspect. The School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Principal/Director, clearly identify the part of the record they want changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the School’s board of directors; contractors, consultants, volunteers, and other outside parties to whom the School has outsourced institutional services or functions that the School would otherwise use its own employees to perform and who is under the direct control of the School and subject to the same conditions governing the use and redisclosure of education records that apply to other school officials, such as an attorney, auditor, therapist, medical consultant, or education service provider; or a parent, student, or other School volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if
the school official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the School may also disclose education records without a parent or eligible student’s prior written consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student’s enrollment or transfer.

Please refer to the list on the following page for a summary of disclosures schools may make without receiving prior written consent from a parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

**Disclosures Schools May Make Without Prior Written Consent**

FERPA permits the disclosure of PII from students’ education records without consent of the parent or eligible student if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior written consent from a parent or eligible student as follows:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)-(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Education Agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
POLICY

The purpose of this policy is to encourage positive parental involvement in the education of children attending North Davis Preparatory Academy (the “School”) by allowing parents access to their student(s) records and to protect the privacy of student information that is protected by law. The School will comply with State and federal laws concerning family educational rights and privacy, including but not limited to the federal Family Educational Rights and Privacy Act (FERPA) and the Utah Educational Rights and Privacy Act the Individual with Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment, and the Utah Family Education Rights and Privacy Act.

The School’s Principal will establish administrative procedures for the protection of private information within the curriculum and other school activities and in the administration of psychological or psychiatric examinations, tests, or treatments, or any survey, analysis or evaluation of students. The procedures will also address the management of student educational records to allow parental access and the proper transfer of student records.
Family Education Rights & Privacy

Administrative 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 § 53A-13-101.1 or rules of the Utah State Board of Education, political philosophies;
(b) mental or psychological problems;
(c) sexual behavior, orientation, or attitudes;
(d) illegal, anti-social, self-incriminating, or demeaning behavior;
(e) critical appraisals of individuals with whom the student or family member has close family relationships;
(f) religious affiliations or beliefs;
(g) legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; 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 also apply within the curriculum and other School activities.

**Parental Notice and Consent Checklist**

In order to be valid, written parental notice and consent shall include the following:

(a) parent signature; and
(b) written notice that the parent may obtain written information concerning:
(i) why the test, treatment, survey, analysis, or evaluation is being administered;
(ii) when the test, treatment, survey, analysis, or evaluation will be administered (the date of administration must be at least two (2) weeks from the date of parent notice);
(iii) where the test, treatment, survey, analysis, or evaluation will be administered;
(iv) who will administer the test, treatment, survey, analysis, or evaluation and who will have access to the information gathered;
(v) what information is being sought and how it will be collected (i.e., parents must be notified of their right to examine test questions and materials, research proposals and methodologies, etc.);
(vi) address and phone number of a School employee to whom parents may direct inquiries or concerns (principal/director, teacher, administrator, etc.).

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; or until the parent withdraws consent, during the course of the activity, by submitting a written withdrawal of authorization to the school principal/director.

Waiver of Parental Notice Period

A parent 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.

Risk of Suicide

If a school employee or agent believes a student is at risk of attempting suicide, physical self-harm, or harming others, the school employee or agent 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: (i) referring the student to appropriate prevention services; and (ii) informing the student's parent or legal guardian.

Student Education Records Management
Parents/guardians have the right to inspect and review all of their student’s education records maintained by the School. If the education records of a student contain information on more than one student, the parent/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/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 made.

Parents/guardians may challenge and request the School to amend any portion of their student’s education record that 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 Principal/Director decides not to amend the record as requested, the Principal/Director shall inform the parent/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 or misleading, the record should be amended accordingly and the parent/guardian informed in writing.

- If, as result of the hearing, the School decides that the challenged information is not inaccurate or misleading, it shall inform the parent/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.

The School may not disclose information related to education records without prior parental consent, except as provided by law. Such exceptions include, but are not limited to disclosures:

- To school officials who have a legitimate educational interest;
- 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;
- To individuals who have obtained court orders or subpoenas;
- To individuals who need to know in cases of health and safety emergencies;
• To officials in the juvenile justice system;
• In connection with audit and evaluation of federally or state supported education programs;
• To the Immigration and Naturalization Service (INS) for foreign students attending 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 directory information for appropriate reasons if it has given parents annual notice of their right to request that their student’s directory information not be released by the School.

• The following information relating to students has been declared directory information:
  (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 and awards received;
  (h) most recent previous education agency or institution attended; and
  (i) photograph

• The School shall not release directory information to any individual or organization for commercial use.

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 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.

The School will provide appropriate training to employees regarding the confidentiality of student performance data and personally identifiable student information.

Data Collection and Storage Procedures

The School will ensure that 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.

Access to Information
Access to confidential student information will be limited to individuals with a legitimate educational interest in the data. The Principal/Director will determine which individuals have a legitimate educational interest in having access to particular data. In general, this will include the Principal/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 (for students in their classes), 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.

**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 Principal/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. 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 USOE and is adequately secure.

The School uses an online registration system for the registration and enrollment of all new students entering the school and for the declaration of current students for re-enrollment. This system is used to run lotteries when applications to the School exceed available openings. The School uses the system to gather student information to enter into the School’s Student Information System. This system has been designed with security features that satisfy industry standards. The School will ensure that the system is updated over time to maintain adequate security.

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 Principal/Director.

Confidential student information will only be transmitted through secure means such as Movelt and 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 School’s 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.

The Principal/Director will ensure that School personnel will periodically obtain professional training to ensure that they perform their responsibilities properly and that they comply with all requirements associated with protecting and maintaining the confidentiality of student records and data. This training may include topics such as appropriate and inappropriate access and use of data; who may access data and for what purposes; asking questions when access decisions need to be made; handling problems when misunderstandings arise; data collection procedures and expectations; protecting data during collection, use and storage; key aspects of data security.

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.
North Davis Preparatory Academy
Fee Waiver Policy

PURPOSE

North Davis Preparatory Academy (the “School”) must abide by the Utah State Board of Education rules which direct the School’s Board of Directors (the “Board”) to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in school-sponsored activities.

POLICY

Under the direction of the Board, the School’s Principal (the “Principal”) is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

Definitions

"Co-curricular activity" means an activity, course, or program that:
  (a) is an extension of a curricular activity;
  (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
  (c) is conducted outside of regular School hours;
  (d) is provided, sponsored, or supported by the School;
  (e) includes a required regular School day activity, course, or program.

“Curricular activity” means an activity, course, or program that is:
  (a) intended to deliver instruction;
  (b) provided, sponsored, or supported by the School; and
  (c) conducted only during School hours.

"Extracurricular activity"
  (a) means an activity, a course, or a program that is:
      (i) not directly related to delivering instruction;
      (ii) not a curricular activity or co-curricular activity; and
      (iii) provided, sponsored, or supported by the School.
  (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.
“Instructional equipment”
(a) means an activity-related, course-related, or program-related tool or instrument that:
(i) is required for a student to use as part of an activity, course, or program in a secondary school;
(ii) typically becomes the property of the student upon exiting the activity, course, or program, and
(iii) is subject to a fee waiver;
(b) includes:
   (i) shears or styling tools;
   (ii) a band instrument;
   (iii) a camera;
   (iv) a stethoscope; or
   (v) sports equipment, including a bat, mitt, or tennis racquet.
(c) does not include school equipment.

“Instructional supply” means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:
(a) prescriptive footwear;
(b) brushes or other art supplies, including clay, pain, or art canvas;
(c) wood for wood shop;
(d) Legos for Lego robotics;
(e) film; or
(f) filament used for 3D printing.

"Non-waivable charge" means a cost, payment, or expenditure that:
(a) is a personal discretionary charge or purchase, including:
   (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
   (ii) a charge for college credit related to the successful completion of:
      (A) a concurrent enrollment class; or
      (B) an advanced placement examination; or
   (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
(b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
(c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
   (i) a school uniform as provided in Utah Code § 53G-7-801;
   (ii) a school lunch; or
   (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"
(a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
   (i) is authorized by the School; or
   (ii) satisfies at least one of the following conditions:
(A) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;

(B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or

(C) the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.

(b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

“Provision in lieu of fee waiver”

(a) means an alternative to fee payment or waiver of fee payment; and

(b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

(a) fully participate in school or in a School activity, class, or program;

(b) successfully complete a School class for the highest grade; or

(c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
   (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
   (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

“School equipment” means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer. “School equipment” includes a saw or 3D printer.

"Something of monetary value"

(a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and

(b) includes:
   (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
   (ii) payments made to a third party that provide a part of a School activity, class, or program;
   (iii) classroom textbooks, supplies or materials;
   (iv) charges or expenditures for school activity clothing; and
   (v) a fine, except for a student fine specifically approved the School for:
      (A) failing to return School property;
(B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
(C) improper use of School property, including a parking violation.

“Textbook”

(a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
(b) includes:
   (i) a hardcopy book or printed pages of instructional material, including a consumable workbook; or
   (ii) computer hardware, software, or digital content.
(c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

**General School Fees Provisions**

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

(a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and

(b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver provisions of this policy.

**Fees for Classes & Activities During the Regular School Day**

**Fees for Students in Kindergarten through Sixth Grade**

No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student’s parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student
supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

(a) the School has students in any of the grades seven through twelve;
(b) the School follows a secondary model of delivering instruction to the School’s grade six students; and
(c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

**Fees for Students in Seventh through Ninth Grade**

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is approved as provided in this policy and state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items (i.e., tickets to events, etc.) in order for students to fully participate and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions of this policy.

**Fees for Optional Projects**

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

**Fees for Activities Outside of the Regular School Day**

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student’s grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.
A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

In the event the School provides supplemental kindergarten, the School may charge a fee related to a student’s enrollment in the supplemental kindergarten. A fee for supplemental kindergarten is subject to waiver.

**Fee Schedule**

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

**Maximum Fee Amounts**

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.
The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

**Notice to Parents**

The Principal will annually provide written notice of the School’s Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School’s Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year. The procedures for obtaining fee waivers and for appealing a denial of a waiver will also be included with the School’s registration materials.

The School will post the applicable Fee Schedule and Fee Waiver Policy, including maximum fee amounts, on the School’s website each school year.

**Donations**

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School’s policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

**Fee Collection**

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, diplomas, or transcripts, as a result of unpaid fees.
The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student’s parent has paid for the damages, but may not withhold a student’s records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student’s record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

**Fee Refunds**

Student fees are non-refundable.

**Budgeting and Spending Revenue Collected Through Fees**

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee’s funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

**School Fee Collections & Accounting Procedures**

It is the responsibility of the Principal to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Principal. Students may not collect fees.
Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

**Fee Waiver Provisions**

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent is unable to pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

**Fee Waiver Administration**

The Principal will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

**Fee Waiver Eligibility**

A student is eligible for a fee waiver if the School receives verification that:

(a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;

(b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
(c) The family receives TANF funding. If a student’s family receives TANF, the School may require a letter of decision covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or

(d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

**Fee Waiver Approval Process**

The Principal will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School’s website and in registration materials each year.

The Principal will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

The School will maintain documentation of fee waiver applications and decisions that is adequate to report the required information to the Utah State Board of Education.

**Appeal Process**

Denial of eligibility for a waiver may be appealed in writing to the Principal within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Principal to discuss the parent's concerns. If, after meeting with the Principal, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.
In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

**Alternatives to Fees and Fee Waivers**

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu of receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Principal will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School’s service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student’s service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

**Annual Review, Approval, and Training**

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee’s job functions.
North Davis Preparatory Academy
Financial Reporting Policy

PURPOSE

The purpose of this policy is to ensure that North Davis Preparatory Academy (the “School”) practices sound financial reporting in accordance with state and federal law and applicable accounting standards.

POLICY

The School will ensure that financial reporting for the School is performed in accordance with GAAP and that audits of the School’s financial reporting are performed in accordance with GAAS.

The School will provide financial reporting in a manner consistent with the basis of accounting as required by GAAP, as applicable to the School.

The School will provide reconciliation between the accrual basis of accounting and modified accrual basis of accounting, as applicable.

The School will provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for LEAs), and auditing standards for Utah LEAs provided online annually by the Utah State Superintendent of Public Education.

NDPA Financial Reporting Policy
Board Approval Date: 10-04-17
North Davis Preparatory Academy
Food & Candy Policy

PURPOSE

The purpose of this policy is to ensure that NDPA promotes healthy lifestyles and ensures the safety of students with food allergies.

Rewards, Motivation, Incentives

- Candy will not be used as a reward or incentive in the classroom.

Food in Lesson Plans

- Lesson plans involving the use of food will be pre-approved by the principal and adequate notice will be given to parents prior to the activity.
- The food activity will enhance the learning experience of the students and will be directly related to the unit of study.

Birthdays, Holidays, Other Celebrations

- Student birthdays will be celebrated in the classroom in a way that celebrates the student. Students or parents are not allowed to bring food or favors of any kind to hand out to others.
- Teacher and staff birthdays will be celebrated by the school. No money may be collected in the classroom to buy teachers gifts.
- Other holidays and celebrations, if chosen to be observed, will be celebrated in appropriate ways that will enhance the meaning and understanding of the event for the student.

Students with Allergies

- Students with severe food allergies will be given the opportunity to teach their classmates and teacher about their allergies so all will be aware of the situation and know how to respond should a reaction occur. A list of allergens and procedures to follow in the event of an allergic reaction, along with a picture of the student may be posted in the classroom. Teachers should be cognizant of these situations and plan accordingly, being sensitive to parental input.

NDPA Food & Candy Policy
Board Approval Date: 8-03-05
North Davis Preparatory Academy
Government Records Access Management Act (GRAMA) Policy

POLICY

The purpose of this policy is to establish criteria for managing, classifying, accessing, disposing and retaining records of North Davis Preparatory Academy (the “School”) in compliance with the Government Records Access and Management Act (GRAMA). It is the policy of the School’s Board of Directors to provide fair and timely public access to information contained in the School’s records and at the same time protect individual privacy rights in relation to personal data gathered by the School. This policy does not apply to student records. Student records are governed by the Family Education Privacy Act (FERPA) and the School’s FERPA Policy.

Records Officer

The School’s Principal is designated as the Records Officer for all records requests. The Principal may delegate responsibility for complying with GRAMA and responding to records requests to other individuals as appropriate.

The records officer shall perform the duties set forth in Utah Code § 63A-2-103 and review and respond to requests for access to records.

Records Classification

As records requests are made, the records officer shall evaluate School records and make designations and classifications as set forth in Utah Code § 63G-2-307.

Records shall be classified under the following general categories:

- Public records as described in Utah Code § 63G-2-301;
- Private records as described in Utah Code § 63G-2-302;
- Controlled records as described in Utah Code § 63G-2-304;
- Protected records as described in Utah Code § 63G-2-305; and
- Limited records as described in Utah Code § 63G-2-201 (3)(b).

Record Access

A person requesting a record must make a written request directed to the records officer. Upon request, records classified as public may be inspected by any person during normal working hours in accordance with Utah Code § 63G-2-201.

Upon request, private, controlled and protected records shall be disclosed in accordance with Utah Code § 63G-2-202.
The records officer (or designee) shall respond to requests for access to records within established time limits described in Utah Code § 63G-2-204.

**Fees**

The records officer (or designee) may charge up to ten cents (10¢) per page to cover the actual costs, as described in Utah Code § 63G-2-203(2), of duplicating a record.

Fees for duplication and compilation of a record may be waived by the records officer under certain circumstances described in Utah Code § 63G-2-203(4).

**Appeals**

If a requester is dissatisfied with the records officer’s (or designee’s) initial decision, the requester may appeal the decision in writing to the School’s Board President according to time limits and provisions of Utah Code § 63G-2-401.

If the denial of access is affirmed in whole or part, the requester may then appeal the decision to the State Records Committee as outlined under Utah Code § 63G-2-403, or petition for judicial review in district court as provided in Utah Code § 63G-2-404.

An individual may contest the accuracy or completeness of a document pertaining to that individual pursuant to Utah Code § 63G-2-603. The request should be made to the records officer (or designee).

**Approval of Board Meeting Minutes**

The Board of Directors will approve minutes of board meetings at the next regularly scheduled meeting of the Board as set forth on the annual board meeting calendar.
North Davis Preparatory Academy
Home School Student Participation in Statewide Assessments Policy

PURPOSE

The purpose of this policy is to set forth the responsibilities of North Davis Preparatory Academy (the “School”) in the event a home school student requests to participate in statewide assessments at the School.

POLICY

A home school student may participate in statewide assessments at the School if each of the following conditions are met:

(1) The student is a Utah resident as defined in Utah Code Ann. § 53A-2-201 and proof of residency has been provided to the School;

(2) The student has satisfied the home schooling requirements of Utah Code Ann. § 53A-11-102 and a copy of the certificate from a local school board excusing the student from attendance at school during the applicable school year has been provided to the School;

(3) The request for the student to participate in statewide assessments at the School is provided to the School at least thirty (30) days prior to the opening of the applicable state assessment window; and

(4) The parent or guardian of the student, or a responsible adult designated by the student’s parent or guardian, will remain at the School in a designated area while school personnel administer and proctor the test. The parent or guardian of the student agree that they will not participate in the monitoring or proctoring of the student’s statewide assessments at the School.

The School will respond to a home school student’s request to participate in statewide assessments at the School in a timely manner. If the request is approved, the School will notify the student’s parent or guardian of the date(s) and time(s) of the applicable statewide assessments at the School in which the student may participate and any other information deemed relevant by the School.

The School may not require a home school student to pay a fee for participating in statewide assessments at the School that is not charged to traditional students.

A home school student or the student’s parent or guardian may request from the School an annual schedule of statewide assessment dates at the School, the location of the School campus(es) at which home school students may be tested, and a copy of the School’s written policies for home school student participation in statewide assessments at the School. The School will provide such requested information in a timely fashion.
The School will comply with Utah Administrative Code R277-404 and the Standard Test Administration and Testing Ethics Policy described therein when administering statewide assessments to its students and home school students who participate in statewide assessments at the School in accordance with this policy and applicable law.

The School intends for this policy to be consistent with the provisions of Utah Administrative Code R277-604-4.

NDPA Home School Student Participation in Statewide Assessments Policy
REVISION A
Board Approval Date: 10-07-20
Immigration Expense Payment

Administrative Procedures

North Davis Preparatory Academy (the “School”) regularly recruits and hires foreign teachers in support of accomplishing the School’s educational mission.

The purpose of these procedures is to clarify which expenses associated with the immigration of the School’s foreign teachers the School will pay and which expenses the foreign teacher will pay.

**J-1 Visa**

Paid by the School:
- All costs associated with the initial J-1 visa.
- All costs associated with the 4th & 5th year J-1 visa extension if the foreign teacher pursues the extension at the explicit written request of the School’s Director.
- All costs associated with seeking a waiver of the 2-year home residence requirement if the School Director explicitly requests in writing to have the foreign teacher extend his or her stay in the USA by changing their status to another immigration status.

Paid by the Foreign Teacher:
- All costs associated with the 4th & 5th year J-1 visa extension, if the employee, independent of an explicit written request from the School’s Director, pursues the extension.
- All costs associated with the initial J-2 visa and any extension thereafter for any family member of the foreign teacher.
- All costs associated with seeking a waiver of the 2-year home residence requirement, if the foreign teacher, independent of an explicit written request from the School’s Director, wishes to extend his or her stay in the USA by changing to another temporary work visa with the School as the petitioner.

**Q-1 Visa**

Paid by the School:
- All costs associated with the initial Q-1 visa petition and any extension thereafter if pursued at the explicit written request of the School’s Director.

Paid by the Foreign Teacher:
- All costs associated with the initial Q-1 visa petition and any extension thereafter, if the foreign teacher, independent of an explicit written request from the School’s Director, pursues, with the School’s assistance, the initial Q-1 visa petition or any extension thereafter.
**H-1B Visa**

Paid by the School:
- All costs associated with the initial H-1B visa petition and any extension thereafter if pursued at the explicit written request of the School’s Director.
- Except as noted below, a foreign teacher may not pay the costs of any H-1B visa petition.

Paid by the Foreign Teacher:
- All costs associated with the initial H-4 visa and any extension thereafter for the foreign teacher’s eligible family members.

**Permanent Residency (Green Card)**

Paid by the School:
- All costs associated with Step 1 of the application process, which is known as the *Application for Permanent Employment Certification* (ETA Form 9089), including any costs associated with an audit. A foreign teacher may not pay any of the costs associated with this Step 1.

Paid by the Foreign Employee:
- All costs associated with Step 2 [*Immigrant Petition for Alien Worker* (Form I-140)] and Step 3 [*Application to Adjust Status* (Form I-485) or *Application for Immigrant Visa* (Form DS-260)] of the application process, unless doing so would result in the School paying to the foreign teacher less than the Prevailing Wage as determined by the U.S. Department of Labor. This includes any costs for the final interview at U.S. Citizenship and Immigration Services or the United States Consulate abroad.
- All costs associated with Step 3 [*Application to Adjust Status* (Form I-485) or *Application for Immigrant Visa* (Form DS-260)] of the application process for the foreign teacher’s eligible family members.

**Other**

Costs referenced above include legal fees, administrative fees, filing fees, expert opinion letters, and recruitment ads.

Other costs the Foreign Teacher would pay:
- Utah teacher license
- The additional filing fee for the Premium Processing Service, including additional legal and administrative fees, if any (for a Q-1, H-1B, and I-140 petitions) when the need for this service is truly optional.
- Professional evaluations of the foreign teacher’s foreign credentials.
- Translations of documents in a foreign language to English.
- Any other immigration-related costs not explicitly stated that the School would pay under these procedures.

**Exceptions**

Notwithstanding the foregoing, if the School Director believes that good cause exists, the School Director has authority to make exceptions to these procedures and to have the School pay all or part of the costs that the foreign teacher would otherwise be obligated to pay under these procedures.
procedures. In making such exceptions, the School Director will confirm those exceptions in writing and will use his or her best judgment and endeavor to be reasonable, fair, and consistent.

**Process for Foreign Teacher’s Payments**
In many instances, the foreign teacher will pay directly those costs that are his or her responsibility under these procedures. When the School’s outside legal counsel invoices the School for costs referenced above, often it includes costs that the foreign teacher is to pay under the terms of these procedures. In those situations, the School will pay the invoices from School funds.

Unless the foreign teacher makes other arrangements to pay these costs directly, costs advanced by the School that are to be paid by the foreign teacher under these procedures will be reimbursed by the foreign teacher to the School through a deduction from the foreign teacher’s paycheck under a payroll deduction authorization form signed by the foreign teacher. The School Director and the foreign teacher will cooperate and coordinate regarding the timing of these payroll deductions to avoid undue financial burden on the foreign teacher, but all costs should be paid by the foreign teacher to the School within 90 days of the date such costs are paid by the School.
North Davis Preparatory Academy
Information Technology Security Policy

PURPOSE

North Davis Preparatory Academy (the “School”) has a duty to ensure the security of the School’s computer equipment, systems, and networks so that the sensitive data maintained or stored on them is protected. The purpose of this policy is to explain how the School will perform this duty in compliance with state and federal law.

POLICY

The School will protect sensitive data, including personally identifiable student data, in accordance with reasonable data industry best practices and state and federal law. Applicable state and federal law includes but is not limited to the Utah Student Data Protection Act, the Utah Family Educational Rights and Privacy Act, Utah Administrative Code Rule R277-487 Public School Data Confidentiality and Disclosure, the federal Family Educational Rights and Privacy Act, and the Government Records Access and Management Act.

Information Technology Systems Security Plan

Utah Administrative Code Rule R277-487 requires the School to, among other things, have an Information Technology Systems Security Plan that addresses 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.

The Principal shall establish an administrative Information Technology Systems Security Plan that complies with Utah Administrative Code Rule R277-487 and other applicable law.

The Information Technology Systems Security Plan shall work in conjunction with this policy and the School’s Student Data Privacy and Security Policy, Data Governance Plan, metadata dictionary, and any other School policy, procedure, or plan concerning data privacy and security.
Training

On an annual basis, the School shall provide appropriate training to its employees, aides, and volunteers regarding information technology security matters.
Administrative
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 North Davis Preparatory Academy (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.
North Davis Preparatory Academy
Internet Safety Policy

POLICY

It is the policy of North Davis Preparatory Academy (the “School”) 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 (47 U.S.C. § 254(h)).

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, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

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.
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, 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 members of the School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. This will include 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.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

NDPA Internet Safety Policy
REVISION A
Board Approval Date: 6-06-12
North Davis Preparatory Academy
Investment Policy

INTRODUCTION

North Davis Preparatory Academy (the "School") shall invest its cash assets in such a manner as to comply with the requirements of the Section 51-7-1 et seq., Utah Code Ann., State Money Management Act (the "Act").

SCOPE

Although certain market conditions may allow for short-term investment of funds in a vehicle other than the Utah Public Treasurers Investment Fund ("PTIF"), the primary purpose of this policy is for the investment of funds for periods of 24 months or longer.

OBJECTIVES

The objectives of this Investment Policy include the following:

A. To provide for the safety of principal, preservation of capital and the mitigation of risk.
B. To provide for the liquidity necessary to match the School's cash requirements.
C. To increase interest income through higher yielding investments.

POLICY

The following shall be the School’s investment policies:

A. All investment activities shall be conducted with the same degree of judgment and care which an ordinary reasonable person exercises in the management of their own affairs.

B. Professionals retained by the School as defined in the Act, so long as they are acting in accordance with the Act and this investment policy and exercise due diligence, shall be relieved of personal responsibility for credit or market price changes, provided that deviations are reported to the Board of Directors in a timely fashion and appropriate action, if necessary, is taken to control adverse developments.

C. Individuals involved in the School's investments shall refrain from personal business activity in conflict with proper execution of this investment policy.

D. The Board of Directors shall manage investment activities authorized by the Act in consultation with the School's financial advisor. The Board of Directors shall maintain a system of internal controls so that School funds are protected at all times from loss, theft, and fraud.

E. The Board of Directors shall name a financial institution with a Utah office that shall be the custodian for all investments made by the School, except for the PTIF investments,
which shall be held by financial institutions designated by the State Treasurer. In addition, the School shall purchase investments only from those certified dealers and registered agents that have registered with the State Money Management Council.

F. To the extent possible, the School shall attempt to match investments with anticipated cash requirements, although the PTIF is preferred for periods up to two years.

G. Transfers into and out of the School’s investment accounts to accomplish the objectives of this policy may be made when approved by both the Principal and the School’s management company. Any transfer approved by both the Principal and the School’s management company shall be reported to the Board of Directors.

NDPA Investment Policy
REVISION A
Board Approval Date: 2-06-19
North Davis Preparatory Academy
LEA-Specific Educator License Policy

PURPOSE

North Davis Preparatory Academy (the “School”) is committed to employing educators who are properly licensed and qualified for their positions. This policy is adopted in accordance with Rule R277-301 and governs the School’s application for LEA-specific educator licenses and its employment of educators on such licenses.

The School acknowledges that the purpose of LEA-specific educator licenses is to allow the School to hire otherwise qualified educators during the period that they are preparing and completing requirements to qualify for an associate educator license or a professional educator license.

POLICY

Applying for an LEA-Specific Educator License

The School’s administration will propose to the Board of Directors (the “Board”) candidates for an LEA-specific educator license as the need arises.

When the administration proposes a candidate for an LEA-specific license, they will follow the procedures below and provide the Board with an explanation and rationale for requesting an LEA-specific educator license under the criteria contained in this Policy.

When the Board determines that it is appropriate under this policy, the Board will approve the request for an LEA-specific educator license in a public meeting. Approval will take place no more than 60 days prior to submitting the application to the USBE on behalf of the candidate.

The Board will apply for the LEA-specific educator license for one, two, or three years as requested by the administration and approved by the Board, and in accordance with R277-301-7.

An LEA-specific educator license for a license area in special education or preschool special education may only be issued for one school year and may not be renewed. If an educator at the School is granted such an LEA-specific educator license, the School will provide special education law training recommended by the USBE Superintendent within the first month of the educator’s employment.

In accordance with R277-301-8, the Board may request an eminence designation for an LEA-Specific license, license area, or endorsement for a teacher whose employment with the School is no more than 37% of a teacher’s regular instruction load.
Criteria for Employing Educators with an LEA-Specific Educator License

The School will use the following processes and consider the following criteria in determining whether to employ an educator and apply for an LEA-specific educator license:

1. Vet each candidate and contact references in order to verify that they are a strong candidate. In particular, ensure that the candidate does not have any prior misconduct that would impair their success in teaching.

2. Interview each candidate and verify that they support the School’s philosophy of education.

3. Consider the extent to which each candidate has training in the content area and the ability to facilitate student learning in that content area.

4. Consider the extent to which each candidate has experience and the ability to effectively teach courses.

5. Consider whether the LEA-specific educator license is sought in a content area in which there is a shortage of qualified educators in the state.

When an LEA-specific license, license area, or endorsement is sought for an educator for a subject that comprises less than 50% of the educator’s course load, the following criteria will also be considered:

1. Consider whether the educator is a certified teacher in other content areas.

2. Consider whether the number of periods to be taught under the LEA-specific license, license area, or endorsement constitutes a full teaching load.

3. Consider whether the School currently employs or is hiring a teacher who does not have a degree or endorsement in the content area but who can also teach other areas in which they are licensed.

4. Consider whether the educator has demonstrated proficiency in teaching these courses.

The School will also ensure that a candidate for an LEA-specific educator license has completed (or will timely complete) the required criminal background check and educator ethics review described in R277-301-7.

Educator Preparation and Support

Within the first year of employment, the School will train each educator holding an LEA-specific educator license on:
(a) educator ethics;
(b) classroom management and instruction;
(c) basic special education law and instruction; and
(d) the Utah Effective Teaching Standards described in R277-530.

Website Posting

This policy will be posted on the School’s website.

The School will also prominently post the following information on its website:

(a) disclosure of the fact that the School employs individuals holding LEA-specific licenses, license areas, or endorsements;
(b) an explanation of the types of licenses issued by the USBE;
(c) the percentage of the types of licenses, license areas, and endorsements held by educators employed in the School based on the employees' FTE as reported to the USBE Superintendent; and
(d) a link to the Utah Educator Look-up Tool provided by the USBE Superintendent in accordance with Subsection R277-515-7(6).
Meal Charge

Administrative Procedures

The goal of North Davis Preparatory Academy Charter School is to provide students with healthy delicious meals each day in an effort to establish a foundation for healthy living and learning. Our Food Services Department makes affordable, healthy and nutritious lunches available. It is the responsibility of a student’s parents to provide meals either by supplying food from home, by sending money to school so that the school can supply a meal, or by applying for meal assistance through the free and reduced meal program.

In an effort to keep parents informed the following procedures have been put in place.

I. Purpose

North Davis Preparatory Academy participates in the National School Lunch Program. The School provides meals to its students pursuant to these programs and offers free or reduced-price meals to eligible students. Participating students who are not eligible for free or reduced-price meals may receive meals at the School at the normal paid rate.

These procedures address how the School will handle situations where students eligible to receive reduced price or paid rate meals at school do not have money in their account or in hand to pay for the cost of a meal at the time of meal service. These procedures also address, among other things, where families can find assistance with applying for free or reduced-price school meals, notification and collection of unpaid meal charges, and how the School will communicate these procedures to families and School personnel.

II. Information about Free or Reduced-Price Meals

A. Prior to or at the beginning of each school year, the School will provide to the parent or guardian of each student:
   (i) Information about school meals, including prices for the meals and acceptable methods of paying for the meals; this information is on our School website and available at back to school night.
   (ii) Information about the NSLP, including how students qualify for free or reduced priced meals under the programs; and
   (iii) An application for free or reduced priced meals under the NSLP.

B. The School will provide the information and application as follows:
   (i) The applications are available to fill out electronically online and a link has been set up on the NDPA website. This is the most efficient way to make sure the application is completed and sent in. Applications may also be printed from the link on our website. Hard Copies are available at both
school sites at the front office and also on the milk coolers, and at back to school night. Applications can also upon request be sent home in an envelope with students. The Director of Nutrition Services LaRetta Foxley is available upon request and with a scheduled time to give assistance in filling out the applications.

(ii) Applications are made available each school year beginning July 1st. Application for free and reduced lunch must be done on an annual school year bases. Assistance and help will be given when requested but it is the responsibility of the Parent or Guardian to apply for the free or reduced benefits.

(iii) Parents or Guardians may apply at any time during the year that they feel they may qualify for the program or that income circumstances have changed.

C. Completed applications should be returned to the School as soon as possible, but completed applications will be accepted by the School throughout the year. Applications will be dated at the time they are received and qualifications are for that date forward. Parents or guardians should contact LaRetta Foxley DNS at (801) 547-1809 or email at LFoxley@NorthDavisPrep.org for questions about or assistance with applying for free or reduced priced school meals.

III. Students Unable to Pay for Meals

A. Students who are unable to pay for a meal at the time of meal service, either because they don’t have sufficient money in their meal account or on their person, will be allowed to charge the meal to their meal account. A case by case bases will be used to determine if a student with insufficient funds will not be served a meal. Contact with Parent or Guardian will happen and arrangements made to pay negative balance before a meal is ever denied to a student.

B. Students allowed to charge a meal to their meal account under the terms described above will receive a regular reimbursable meal as opposed to an alternate meal.

C. This Section does not apply to students who have qualified for free meals under the NSLP, as such students are not required to pay for reimbursable meals at the School. Students with insufficient funds will not be allowed to charge extra meals or ala carte items.

V. Notifications Regarding Balances; Collection Efforts

A. Parents have access to the students account balances by accessing the ASPIRE account of student. It is the responsibility of the Parent or Guardians to check the students balance and keep sufficient funds in the account. Students are reminded when the account balance has 5 days or less balances as they come through the line.
B. The School will notify parents or guardians of negative meal account balances. When a student’s meal account has a negative balance, the School will notify the student’s parent or guardian of the negative account balance. When a student’s meal account reaches a balance of $0 or lower, the School will notify the student’s parent or guardian of the negative low balance by email and phone or text when correct email and phone numbers are provided to the school. When necessary and contact in previously mentioned methods have not been successful notice of the negative account will be sent letters by mail and or in a note to the parent with the student. Information in all notification will be given about the account balance and information about how they can bring the account current.

C. If a Parent or Guardian has needs for a delay in payment it is their responsibility to contact the school and make payment arrangements

D. When a student’s meal account reaches a negative balance of at least -$50.00, the School will continue to notify parents or guardians as described above and may also turn the account over to collections.

E. The School may contact parents or guardians of students with delinquent meal accounts to inquire if the household might be eligible for free or reduced-price meal benefits under NSBP and NSLP.

F. LaRetta Foxley at the School is generally responsible for managing meal account balances and balance notifications and can be reached at 801-547-1809 or lfoxley@northdavisprep.org for questions or concerns related to such matters.

G. The School will maintain documentation of the balance notifications and collection efforts described above, as this may be requested as part of federal or state audits.

VI. Communication of Procedures

A. Prior to or at the beginning of each school year, and upon a student transferring to the School during the school year, the School will provide to the parent or guardian of each student a link to the Website where this procedure is available and a Parent or Guardian will be given a hard copy of this procedure.

B. In order to ensure that these procedures are applied consistently and correctly, the School will also annually provide a copy of these procedures to all School personnel who are responsible for or involved in:
   (i) Collecting payment for meals at the time of meal service;
   (ii) Notifying parents or guardians of low or negative meal account balances;
   (iii) Collection efforts for delinquent meal accounts;
   (iv) Distributing these procedures and the information described in Section II; and
   (v) Enforcing any aspect of these procedures.
C. The School will post these procedures on its website and may also choose to provide additional copies to parents or guardians of students whose meal accounts reach a negative balance.

D. The School will maintain documentation of the communication methods described above, as this may be requested as part of federal or state audits.

E. Students, parents, and the School community were involved in developing these communication procedures.

VII. Review of Procedures

A. The School will review these procedures annually and revise them as it deems necessary.
Notice of Nondiscrimination

North Davis Preparatory Academy (the “School”) does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, citizenship status, or genetic information in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, and Title II of the Americans with Disabilities Act of 1990. The School also provides equal access to the Boy Scouts and other designated youth groups in accordance with the Boy Scouts of America Equal Access Act. The following person at the School has been designated to handle inquiries regarding the School’s non-discrimination policies:

Ryan Robinson, Principal
1591 W. Hill Field Road
Layton, Utah 84041
801-336-3601
rrobinson@northdavisprep.org

If an individual believes that he or she, or his or her child, has been discriminated against by the School, that individual may contact the U.S. Department of Education for Civil Rights (“OCR”). OCR is a federal agency responsible for enforcing federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education, including public schools. The contact information for OCR’s headquarters (in Washington, D.C.) and its Denver Office (the office that serves Utah) is as follows:

<table>
<thead>
<tr>
<th>U.S. Department of Education</th>
<th>Denver Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office for Civil Rights</td>
<td>Office for Civil Rights</td>
</tr>
<tr>
<td>Lyndon B. Johnson Department of Education Bldg</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td>400 Maryland Avenue, SW</td>
<td>Cesar E. Chavez Memorial Building</td>
</tr>
<tr>
<td>Washington, DC 2020-1100</td>
<td>1244 Speer Boulevard, Suite 310</td>
</tr>
<tr>
<td>Telephone: 800-421-3481</td>
<td>Denver, CO 80204-3582</td>
</tr>
<tr>
<td>Fax: 202-453-6012; TDD: 800-877-8339</td>
<td>Telephone: 303-844-5695</td>
</tr>
<tr>
<td>Email: <a href="mailto:OCR@ed.gov">OCR@ed.gov</a></td>
<td>Fax: 303-844-4303; TDD: 800-877-8339</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:OCR.Denver@ed.gov">OCR.Denver@ed.gov</a></td>
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NDPA Notice of Nondiscrimination
Last Updated: 10-02-18
North Davis Preparatory Academy
Parent & Family Engagement Policy

PURPOSE

In support of strengthening student academic achievement, North Davis Preparatory Academy (the “School”) receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116 of the Every Student Succeeds Act (the “ESSA”). This policy establishes the School’s expectations and objectives for meaningful parent and family involvement, describes how the School will implement a number of specific parent and family engagement activities, and is incorporated into the School’s plan submitted to the state pursuant to Section 1112 of the ESSA. The purpose of an effective parent and family engagement policy is to improve all students’ academic achievement.

POLICY

The School agrees to implement the following requirements as outlined by Section 1116 of the ESSA:

• Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of this policy and the joint development of the targeted assistance or schoolwide program plan.
• Update this policy periodically to meet the changing needs of parents and the School, distribute it to the parents and family members of participating children, and make this policy available to the local community.
• Provide full opportunities, to the extent practicable, for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format and, to the extent practicable, in a language parents understand.
• If the targeted assistance or schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments with such plan when the School submits the plan to the state.
• Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

  Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  ♦ That parents play an integral role in assisting their child’s learning;
  ♦ That parents are encouraged to be actively involved in their child’s education at school;
♦ That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees (if any) to assist in the education of their child; and

♦ The carrying out of other activities, such as those described in Section 1116 of the ESSA.

Required Policy Components

Below is a description of how the School will implement or accomplish each of the following components required by Section 1116 of the ESSA:

- **Joint Development of Policies, Plans, Compact, and Programs.** The School will take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I policies, plans, compact, and programs:
  - Distribute a copy of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet. The policy and school-parent compact will also be posted on the School’s website.
  - Notify parents and family members of an annual meeting where parents and family members will be informed about the School’s participation in and the requirements of Title I programs.
  - Hold other parent and family meetings during the school year to provide parents and family members with ongoing information, training, and materials to help them work with their children in the areas such as literacy, numeracy, and technology.
  - Hold parent-teacher conferences at least annually, where student achievement, behavior, and/or the school-parent compact will be reviewed and discussed.
  - The School and state websites will provide parents with information related to expected student proficiency levels.
  - The School website will provide parents with a description and explanation of the School’s curriculum, mission, calendar information, policies, and opportunities for school and parent interaction.
  - Conduct an annual review and evaluation of this policy, the school-parent compact, and targeted assistance or schoolwide program plan. As part of the annual review and evaluation, the School will consider, and implement if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve this policy and the associated compact and plan. Suggestions or feedback may be provided to the School in the form of results from the School’s needs assessment and evaluation given to parents, comments made by parents and family members in meetings at the School and during parent-teacher conferences, or through other means.

- **Communications.** The School will take the following actions to provide parents and family members timely information about the Title I programs in which the School participates:
Distribute a copy of the updated version of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.

Provide information related to the Title I programs, meetings, and other activities to the parents of participating children in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.

**School-Parent Compact.** The School’s school-parent compact outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the state’s high standards. The School will review the school-parent compact with parents of participating children by doing the following:

- Distributing a copy of the updated version of the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
- Obtaining all parties’ signatures (electronic or written) on each school-parent compact on an annual basis.
- Encouraging parents to review the school-parent compact with their children on a regular basis.
- Considering, and implementing, if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve its school-parent compact.

**Reservation of Funds.** The School currently does not receive Title I allocations of $500,000 or more. In the event the School’s Title I allocations reach or exceed $500,000 in the future, the School will follow the requirements in Section 1116(a)(3) of the ESSA.

**Coordination of Services.** The School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

**Building Capacity of Parents.** The School will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the School and the community to improve student academic achievement through the following:

- Providing opportunities for discussion with parents about the School’s curriculum, forms of academic assessment used to measure student progress, and achievement levels of the challenging state academic standards.
- Engaging parents with materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.
Giving parents information at parent-teacher conferences about their student’s state core testing and other appropriate curriculum based assessments.

Providing progress reports to parents to communicate their student’s academic performance throughout the school year.

Facilitating communication between parents and School personnel through the School’s LAND Trust Committee.

Scheduling School meetings, as well as parent-teacher conferences, in a way that will maximize parent and family member involvement and participation.

Gathering, on an annual basis, input from parents through a variety of methods. For example, parent surveys, needs assessments, conversation, parent-teacher conferences, and School activities.

Providing assistance to parents, as appropriate, in understanding topics such as the following:

- The challenging state’s academic standards;
- The state and local academic assessments, including alternate assessments;
- The requirements of Title I, Part A;
- How to monitor their child’s progress; and
- How to work with educators to improve the achievement of their child.

Building Capacity of School Staff. The School will, with the assistance of parents, provide training to educate teachers, specialized instructional support personnel, principals/directors and other School leaders, and other staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; and how to build ties between parents and the School. The School may accomplish this training through in-person trainings and/or through the utilization of online print and video resources. The School may also provide other reasonable support for parent and family engagement activities under Section 1116 as parents may reasonably request.

Review

The School will annually review and evaluate this policy, the school-parent compact, and the targeted assistance or schoolwide program plan to determine their effectiveness in improving the academic quality of the School and academic achievement of its students. Results of the annual review and evaluation will be used to design strategies for more effective parent and family engagement.
North Davis Preparatory Academy
Parent Compact

The NDPA School Community has developed the following school compact in order for students, parents and school personnel to work as partners in a learning environment characterized by our core values.

North Davis Preparatory Academy Vision

In order to ensure NDPA students develop a love of learning, achieve high academic standards, and enjoy high bi-literate proficiency, and develop college and career readiness, the NDPA school community has developed the following:

CORE VALUES

• We prepare the child for the path, not the path for the child.
• We nurture curiosity, self-discipline, and the courage to act on our own thoughts and dreams.
• All interactions between students, teachers, staff, and parents are based on honesty, trust, and respect.
• We are a community that embraces differences in our languages, cultures, religions, and abilities.

END STATEMENTS

• All students will produce exceptional work.
• All students will utilize autonomous learning skills taking responsibility for their own learning.
• All students will demonstrate personal and social responsibility.
• All students will fluently communicate in the Spanish language with a native speaker.

NDPA Faculty/Parent/Student Compact

FACULTY

As teachers, administrators and staff members, we commit to parents and students that we will:

• Place the education of your student as the highest priority
  o Provide Highly Qualified teachers with expertise in their content and educational pedagogy
  o Provide a challenging academic curriculum to your students to prepare them with content and complex thinking skills for success at college and beyond
  o Provide your students with activities to ensure they know how to apply for college and apply for scholarships and financial aide
o Provide quality instruction in the Spanish language to provide each student with a competitive advantage in the workplace
o Teach the “whole child” helping them develop autonomous learning skills and personal and social responsibility for future success
o Provide a safe and orderly environment with all interactions characterized by respect, understanding, love and logic
o If any of us act or react in a way that you feel is unjust, you only need say to me, “I’m not sure that’s fair.” We will arrange a private conference during which you can express to me why you feel our actions were not fair.

- Develop strong and trusting partnerships with you as we:
  o Provide information to you regarding school activities, events, policies and procedures through Friday Notes each month and our NDPA website
  o Report students’ educational progress and update grades regularly through our Student Information System (SIS).
  o Provide opportunities for you to provide input to school officials through
    ✓ Bi-monthly Board of Directors’ meetings
    ✓ Monthly Community Council meetings
    ✓ Monthly POET Board meetings
    ✓ Scheduled appointments with any of us
  o Respond to your calls and emails in a timely fashion
  o Welcome any concern you may have about your student, and we pledge we will never retaliate against you or your student.

PARENTS
As a parent at NDPA I commit to the NDPA school personnel I will:
- Place the education of our children as the highest priority
  o Ensure our students attend regularly and are on time daily so their educational progress does not suffer
  o Support school policies including the school uniform policy
  o Provide daily support at home for homework
  o Stay informed about school activities
  o Attend Parent-Teacher Conferences to understand my student(s) progress
- Develop strong and trusting partnerships with the teachers
  o Alert the teacher of serious problems my student may have that may interfere with his/her learning
  o Go directly to a teacher or school personnel if I have a concern or conflict with that person
  o Respect the teaching and preparation time of teachers and school personnel by scheduling appointment for meetings and picking up my students on time
  o Volunteer 30 hours to support the students of NDPA.

STUDENT
As a student at NDPA commit to my parents and NDPA school personnel I will:
- Do my best in my school-work
- Treat all other people – teachers, staff members, and other students – with respect, and I will “make it right” when I make mistake
- Demonstrate the courage to ask questions or ask for help in front of others. Tell my teacher if there is a serious problem that interferes with my learning
- Persist, and not give up easily
- Treat the school building, grounds furniture and equipment respectfully and carefully.

Parent Signature: ___________________________________________ Date ____________

Student Signature: ___________________________________________ Date ____________

School Official Signature: _______________________________________ Date ____________
North Davis Preparatory Academy
Parent Grievance Policy

PURPOSE

The purpose of this policy is to clarify for parents a process by which concerns can be addressed. The Board encourages active parent participation in their child(ren)'s education and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom for North Davis Preparatory Academy, and work as a team to provide the best education for their child(ren).

If you have a concern with teacher or any staff member of NDPA, the following steps shall be followed:
1. Items involving teachers, staff members or administration should first be addressed with the individual(s) directly involved.
2. If the issue is not resolved at this level, you may address your concern with the administration.
3. If the issue remains unresolved, or the specific issue concerns the administration, a *written complaint may be filed with the Board of Directors.

If you have a concern with a policy, procedure or practice at the school, the following avenues of expression are available to you:
1. Contact the following individuals for directions regarding who to contact: Board of Director Members and/or school Administrator:
   a. If the concern is directly related to administrative practices or procedures, you may address your concern directly with the administration.
   b. If your concern is directed to POET, you may attend the regular POET Parent Meetings held in the library (Please see POET Book for this year's dates and times) and express yourself during the parent comment portion or call the Chairman at least (3) working days in advance and request to be placed on the Agenda.
   c. If your concern deals with school policy, you may address the board in a formal Board of Directors meeting during the "public comment" portion. You may also request to be added to the meeting agenda by contacting the president of the Board of Directors 3 working days prior to the scheduled meeting date. It is important to note that the Board President has discretion over the Board Meeting agenda items.

If you feel you or your child has been treated unfairly, discriminated against, or treated in a manner that is in violation of state or federal law:
1. You may file a *written complaint with the principal, and if you wish, make an appointment to discuss the issue.
2. You may file a *written complaint with the Board of Directors.
3. You are welcome to attend the Board of Directors' Meeting and have the issue addressed during a regularly scheduled public comment period.
*Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.

NDPA Parent Grievance Policy
Board Approval Date: 6-03-09
North Davis Preparatory Academy
Pest Management Policy

North Davis Preparatory Academy (the “School”) is committed to providing a safe environment for our students and staff. We recognize that, to provide a safe environment, is important to protect students from exposure to both pests and pesticides. The School has therefore adopted the Integrated Pest Management (“IPM”) approach to pest control in accordance with Utah state law. IPM is an ecologically-based pest management strategy that seeks to provide long-term solutions to pest problems with minimum impact on human health and the environment. The IPM approach minimizes the exposure of students and staff to pesticides by incorporating a variety of non-chemical and chemical methods to prevent and eradicate pests. The Principal is responsible for ensuring that the IPM approach is implemented in accordance with Utah Administrative Code R392-200-7(12).

NDPA Pest Management Policy
Board Approval Date: 12-03-14
North Davis Preparatory Academy
Political Signs on School Property Policy

PURPOSE

The purpose of this policy is to address the posting of political signs on North Davis Preparatory Academy’s (the “School”) property.

POLICY

In accordance with Utah Code 20A-17-103, the School will not allow the posting of any political signs on School property.

NDPA Political Signs on School Property Policy
Board Approval Date: 10-07-15
North Davis Preparatory Academy  
Procurement, Purchasing & Disbursement Policy

The purpose of this policy is to ensure that North Davis Preparatory Academy (the “School”) follows applicable procurement laws in connection with purchases, to ensure that proper internal controls are in place in connection with purchases and disbursements made by the School, and to enable administration to make minor purchases that are necessary for the day-to-day operation of the School without approval from the Board of Directors.

PROCUREMENT

The School will follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code at Utah Code 63G-6a-101, et seq. The Principal will establish administrative procedures in order to assist in compliance with applicable statutory and regulatory requirements regarding procurements.

PURCHASING

Except as set forth herein, the Board of Directors delegates to the Principal responsibility for approving purchases as set forth below:

- All purchases up to $2,500 must be approved by the Principal or the Principal’s designated alternate.
- All purchases up to $5,000 must be approved by the Principal;
- All purchases between $5,000 and $7,500 must be approved by either the Board President or Board Treasurer;
- All purchases between $7,500 and $25,000 must be approved by the Board President and the Board Treasurer; and
- All purchases above $25,000 must be approved by a majority vote of the Board.

All expenses regarding professional development that require overnight stay must be approved by the Board of Directors.

The Principal will establish administrative procedures in order to create fiscally sound internal controls for purchases and ensure compliance with this policy.
DISBURSEMENTS

The responsibility for disbursement is designated to Academica West, the School’s management company. Disbursements are to be handled in a manner that ensures that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements, and handling of public funds, are followed.

The Principal will establish administrative procedures in order to create fiscally sound internal controls for disbursements and ensure compliance with this policy.

Any alleged violations of this policy or applicable law shall be reported in writing to the School’s Principal and Board of Directors.

NDPA Procurement, Purchasing & Disbursement Policy

REVISION C

Board Approval Date: 8-01-18
Procurement, Purchasing & Disbursement

Administrative Procedures

These administrative procedures are adopted in accordance with the Purchasing, Procurement & Disbursement Policy adopted by the North Davis Preparatory Academy Board of Directors.

**PROCUREMENT**

No formal procurement process is required for purchases up to $1,000. The School may make such purchases from any vendor without obtaining competitive bids.

For small purchase as defined in Utah Administrative Code R33-3-3, which will typically include purchases over $1,000 up to $50,000 of items other than professional services, the School will follow the procedures set forth in the rule and will typically obtain at least two competitive quotes and purchase from the responsible vendor offering the lowest quote meeting the specifications.

Unless an exception applies, for purchases of items other than professional services over $50,000, the School will conduct an appropriate procurement process, such as a Request for Bids or a Request for Proposals.

The School will not artificially divide purchases or otherwise take steps in order to avoid the requirement to obtain competitive quotes or conduct a procurement process.

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.

The School will comply with the requirements of the Procurement Code in connection with any contract with a term that is longer than five (5) years, including any automatic renewals or extensions.

The School will comply with the requirements of the Procurement Code in connection with any construction or real property improvements undertaken by the School.

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.
PURCHASING

Invoices, purchase orders, and authorized facsimiles must be approved by the school Principal and/or by the Principal’s designated alternate, Board Financial Coordinator, Board President, or majority vote of the Board as set forth in the Board Purchasing, Procurement & Disbursement Policy.

Purchases of miscellaneous items such as office supplies shall be coordinated through the front office. Personal purchases that result in reimbursement to School employees shall be kept to an absolute minimum.

Purchases for travel that require the use of a credit card are to follow the standard purchasing disbursement process utilizing a purchase order. Academica West, the School’s management company, will retain the credit card for making such purchases and only utilize the credit card when required to do so.

DISBURSEMENTS

Disbursements will be charged to one of two School accounts: (i) the General Operating Account; or (ii) the Petty Cash Account. Academica West is responsible for disbursements charged to the General Operating Account, and the Principal is responsible for disbursements charged to the Petty Cash Account.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged, that the disbursement is used only for authorized purposes, and that laws, rules and regulations governing the disbursements and handling of public funds are followed.

The following controls are established to ensure that all payments charged to the General Operating Account are made on a timely basis and in accordance with all purchase orders and contracts:

- A purchase order shall be completed prior to disbursing funds for a purchase unless the disbursement is made in accordance with the terms of an ongoing contract that has been previously approved by the Board.

- A purchase order shall be authorized by the individual(s) listed above based on the purchase amount.

- Following proper authorization, purchase orders are reviewed by Academica West.

- Academica West must be given a valid invoice and properly completed purchase order prior to making payment.

- Disbursements are to be made primarily by check with counter signatures to provide additional control.
Petty Cash Account

In addition to the General Operating Account, the Board may approve a Petty Cash Account with corresponding checks and a debit card to be utilized at the discretion of the Principal. The purpose of the Petty Cash Account is to provide a convenient way to pay for small expenses while minimizing exposure of School funds to the risk of misuse or theft.

Blank warrants/checks and/or a debit card for the Petty Cash Account may be kept in locked storage under the control of the Principal or their designated alternate. Disbursements charged to the Petty Cash Account shall be made in accordance with the following provisions to ensure payments are properly authorized and recorded:

- In general, the Petty Cash Account should maintain a balance between $500 and $2,000.
- Access to the Petty Cash Account debit card is limited to the Principal or their designated alternate;
- Access to blank checks is limited to the Principal or their designated alternate. When blank checks are received; the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. When a blank check is used, the stub along with a copy of the receipt is to be signed by the Principal and forwarded to Academica West. The use of these blank checks should be kept to an absolute minimum;
- The Principal or their designated alternate is responsible for: (i) maintaining records and receipts for each transaction charged to this account; and (ii) entering the information into the School’s accounting software on a regular basis. Information should be uploaded in a timely manner to allow Academica West adequate time to provide accurate monthly financial reports to the Board.
- The Principal or their designated alternate is responsible for replenishment of the account when petty cash is low. To replenish petty cash, the Principal must request Academica West to transfer funds.

Recording Transactions

Purchase orders and requisition requests must identify the fund, function, location, program, and object or revenue code to which the purchase is to be booked. Accounting staff will periodically review this information to ensure that expenditures are booked accurately.
Public Education Engagement & Exit Survey

Administrative Procedures

North Davis Preparatory Academy (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 Principal, Board of Directors, and appropriate personnel specifically authorized by the Principal may have access to results of the Public Education Engagement and Exit Surveys.

The Principal 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.
North Davis Preparatory Academy
Revenue Recognition Policy

PURPOSE

To specify the approach taken in recognizing revenues received by the school, and to specify the priority under which revenues will be allocated to associated expenses.

Background Information
The principal source of operating funds the School receives is derived from federal, state, and local funds. The School receives state funding based on the number of students enrolled in the School. The School also receives federal grants on a reimbursement basis; accordingly, grant revenues are recognized when qualifying expenses have been incurred and all other grant requirements have been met.

POLICY

North Davis Preparatory Academy will recognize grant revenues when qualifying expenses have been incurred and all other grant requirements have been met.

Procedure
It is the intent of North Davis Preparatory Academy to expend funds in such a manner that restricted funds are used prior to unrestricted funds and that Federal funds are used prior to State funds. If a grant requires a local revenue match, those funds will receive priority and will be expensed first to satisfy the local revenue match requirement.
North Davis Preparatory Academy
Reverence Policy

PURPOSE

The purpose of this policy is to begin each meeting reflecting on the vision and goals of the school, for which it is the Board's mission to ensure in the operation of the school.

POLICY

An invited parent, teacher, student, member of the Parent Organization Executive Committee, The Volunteers of the Month, or a member of the Board of Directors shall recite the Vision and Purpose of North Davis Preparatory Academy after the Pledge of Allegiance each month at the Board of Director's public meeting.

NDPA Reverence Policy
Board Approval Date: 2-01-06
Ratified Date: 6-03-09
School LAND Trust Council
Membership & Election Procedures

North Davis Preparatory Academy (the “School”) has established a Charter LAND Trust Council (the “LAND Council”) to prepare a plan for the use of School LAND Trust Program money in accordance with state law.

1. LAND Council Size & Composition. The LAND Council shall consist of no fewer than five (5) and no more than thirteen (13) members. The LAND Council shall determine the size of its membership by a majority vote. The number of LAND Council members who are parents or grandparents of students enrolled at the School shall exceed all other members combined by at least two.

   a. If the School’s governing board meets the size and composition requirements above, the governing board will serve as the LAND Council.

2. Election Procedures. If the School’s governing board does not serve as the LAND Council, membership shall consist of the required number of parents or grandparents of students, the School’s director, and may also include other School employees.

   a. The School will notify parents/guardians about the LAND Council and provide information on becoming a member of the School’s LAND Council.

   b. If the number of interested individuals exceeds the number of open positions, an election will take place. Families will be notified of the election process at least ten (10) days before voting commences, and each family will be given the opportunity to vote. Voting will be anonymous. The School’s director will oversee the elections.

   c. If the number of interested individuals is less than or equal to the number of open positions, an election is not required.

   d. Terms shall be for a period of one (1) year, and members are eligible for re-election.

NDPA SLT Council Membership & Election Procedures
Board Approval Date: 10-07-20
North Davis Preparatory Academy
Sex Education Instruction Policy

POLICY

The purpose of this policy is to ensure that the Sex Education Curriculum taught at North Davis Preparatory Academy (the “School”) is compliant with state law. The School will comply with applicable state law regarding the presentation of Sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, or HIV/AIDS and other sexually transmitted diseases, or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

NDPA Sex Education Instruction Policy
Board Approval Date: 10-03-18
Sex Education Instruction
Administrative 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 instruction, maturation education, or other instructional program.

The Principal will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Principal. If possible, the committee will also include health professionals and school health educators. The 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 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 instruction 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.

NDPA Sex Education Instruction
ADMIN Procedures
Last Updated: 10-01-18
North Davis Preparatory Academy  
Sexual Abuse & Molestation Prevention Policy

POLICY

North Davis Preparatory Academy (the “School”) takes seriously the responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School’s personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is in a position of responsibility with respect to the student. Sexual abuse includes sexual assault, exploitation, molestation or injury.

Reporting by School Personnel

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child has 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 sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest peace officer, law enforcement agency, or the Division of Child Family Service. The law provides serious penalties for failure to fulfill one’s duty to report. School personnel and volunteers must comply with these provisions of Utah law and the School’s Child Abuse and Neglect Reporting Policy.

Reporting by Students and Parents

Reports of sexual abuse should typically be made to the Principal, who is the designated individual to receive and investigate complaints of these matters. However, students and parents may make reports to any School employee, and that employee is responsible for conveying the report the Administration or, if the report involves the Administration, to the Board of Directors. Reports may be made verbally, but all reports will be documented in writing.

Investigation & Follow Up

The School takes allegations of sexual abuse involving School personnel seriously. Once an allegation is reported, the School will promptly, thoroughly, and impartially begin an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. When it is appropriate considering the nature of the allegations, an internal team may conduct the investigation. However, when the report involves potentially criminal conduct, the School will refer the reports to law enforcement and cooperate(62,348),(933,890)
The School reserves the right to place the subject of the investigation on an involuntary leave of absence, reassign that person to responsibilities that do not involve personal contact with individuals or students, or terminate employment.

To the fullest extent possible, but consistent with the legal obligation to report suspected abuse to appropriate authorities, the School will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, appropriate disciplinary actions will be taken, including but not limited to the termination of the actor’s relationship with the School.

**Signs of Abuse**

There are a number of red flags that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:
- Sexually transmitted diseases;
- Difficulty walking or moving normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:
- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Additionally, adult perpetrators of abuse often display warning signs, including:
- Overly affectionate behavior such as prolonged hugging and touching;
- Engaging in nonprofessional behavior such as telling sexual jokes and sexual teasing; and
- Seeking to extend their contact with certain students beyond the day.

**Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

**Screening Prospective Employees**

The School’s administration must take reasonable effort when screening prospective School employees. In addition to conducting required criminal background checks, each applicant and
former employer(s) of applicants should be asked, before an offer of employment is extended, whether the applicant has ever been investigated or accused of sexual misconduct.

**Training**

The administration 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 in the Schools Child Abuse and Neglect Reporting Policy and Utah Code Sections 53E-6-701 and 62A-4a-403.

The administration 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.

Administration will communicate this policy to personnel, volunteers, and students annually. Documentation of the communication of this policy will be maintained.
1. PURPOSE AND PHILOSOPHY

The Board of Directors of North Davis Preparatory Academy (the “School”) is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus, that foster an effective, non-disruptive and safe learning environment.

2. DEFINITIONS

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

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

   ii) "Boundary violation" does not include:
      (1) offering praise, encouragement, or acknowledgment;
      (2) offering rewards available to all who achieve;
      (3) asking permission to touch for necessary purposes;
      (4) giving a pat on the back or a shoulder;
      (5) giving a side hug;
      (6) giving a handshake or high five;
      (7) offering warmth and kindness;
      (8) utilizing public social media alerts to groups of students and parents; or
      (9) contact permitted by an IEP or 504 plan.
b) “Grooming” means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.

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

i) “Sexual abuse” means the criminal conduct described in Utah Code Ann. §76-5-404.1(2) and includes, regardless of the gender of any participant:
   (1) touching the anus, buttocks, pubic area, or genitalia of a student;
   (2) touching the breast of a female student; or
   (3) otherwise taking indecent liberties with a student;
   (4) with the intent to:
      (a) cause substantial emotional or bodily pain; or
      (b) arouse or gratify the sexual desire of any individual.

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

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

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

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

3. POLICY

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

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

b) A staff member may not subject a student to any form of abuse including but not limited to:
   i) physical abuse;
   ii) verbal abuse;
   iii) sexual abuse; or
   iv) mental abuse.
c) A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.

d) A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
   i) viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
   ii) sexual battery; or
   iii) sexual assault.

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

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

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

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

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

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

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

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

4. REPORTING

a) A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe that the Principal has violated this policy, the staff member shall immediately report the conduct to the president of the Board of Directors.
b) In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A-4a-403 and the School’s Child Abuse and Neglect Reporting Policy:

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

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

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

c) A staff member who has knowledge of suspected incidents of bullying shall immediately notify the School’s administrator in compliance with the School’s Bullying and Hazing Policy.

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

5. TRAINING

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

   b) The School will annually provide training to staff regarding this policy.

   c) Staff members will annually sign a statement acknowledging that the staff member has received training and has read and understands this policy.

   d) Staff members employed by the School at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the 2019-2020 school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy.

6. VIOLATIONS

   A staff member found in violation of this policy will be subject to disciplinary action.
CODE OF CONDUCT
Staff Member Acknowledgement

Name: ___________________________ Position: ___________________________

Date of Training: ___________ Trained by: ___________________________

I received training about the requirements of the North Davis Preparatory Academy Code of Conduct Policy. I have read and I understand the requirements of the policy and understand that I am responsible to recognize and maintain appropriate personal boundaries while interacting with students. I also understand that if I have reason to believe a staff member is violating the Code of Conduct, I will report my suspicions to the School’s Principal.

Signature of Staff Member

__________________________

Date

NDPA Staff Code of Conduct Policy
Board Approval Date: 8-14-19
North Davis Preparatory Academy
Staff Grievance Policy

PURPOSE

The purpose of this policy is to ensure that staff members understand how to pursue a grievance at North Davis Preparatory Academy. The following policy applies to the redress of grievances concerning the personnel of North Davis Preparatory Academy.

The following steps shall be followed:

1. Staff members of North Davis Preparatory Academy who have a complaint regarding other North Davis Preparatory Academy staff members, shall voice the complaint with the other employee(s) involved.
2. If the issue is not resolved at this level, individuals shall file a written complaint* with the director/principal of North Davis Preparatory Academy. If the complaint/dispute involves the director/principal of North Davis Preparatory Academy, the complainant(s) shall first approach the director/principal of North Davis Preparatory Academy.
3. If the issue remains unresolved, a written complaint* shall be filed with the Chair of the Board of Trustees. After appropriate intervention and/or disciplinary action have been taken, termination may occur only after a majority vote of the Board of Trustees at North Davis Preparatory Academy.

*Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.
Administrative
Student Conduct and Discipline Plan

The School’s goal is to create a safe, civil and productive learning environment. All School staff will work together to establish positive school and classroom cultures where teaching and learning are emphasized.

Our Vision

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency. (See Discipline Procedure Flowchart).

Student Behavior Expectations

Students are expected to contribute to a safe learning environment by behaving respectfully and safely and reporting harmful or dangerous situations to an adult. Students should:

- Know and follow all school rules and instructions given by school staff.
- Show respect and courtesy to all students, staff and school visitors. This includes respecting property of others.

Expectations for Students (see R.O.A.R. form)

<table>
<thead>
<tr>
<th>Respect</th>
<th>Ownership</th>
<th>Achievement</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value all people's opinions, needs and property</td>
<td>Know what is expected and carry it out (body, words, and materials).</td>
<td>Be an active learner and give your best effort.</td>
<td>Be responsible for your actions, school property and materials.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before &amp; After School</th>
<th>Uniforms</th>
<th>Lockers</th>
<th>Bathrooms</th>
<th>Transitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk inside building.</td>
<td>Know uniform code.</td>
<td>Use lockers during assigned transitions.</td>
<td>Respect privacy.</td>
<td>Silent when others are in class.</td>
</tr>
<tr>
<td>Be on time.</td>
<td>Wear uniform clothing inside building and classrooms.</td>
<td>Quickly &amp; Quietly.</td>
<td>Have a purpose (leave when you are done).</td>
<td>Wait to the right.</td>
</tr>
<tr>
<td>Only enter and exit through 5/6 door.</td>
<td></td>
<td></td>
<td>Keep Bathroom clean.</td>
<td>Keep hands and feet to self.</td>
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</tbody>
</table>

<table>
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<tr>
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<th>Recess</th>
<th>Cafeteria</th>
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<tbody>
<tr>
<td>Use for intended purpose.</td>
<td>Quickly and quietly enter, sit and exit with class.</td>
<td>Silent/quiet voices.</td>
<td>Take turns and include others.</td>
<td>Inside voice.</td>
</tr>
<tr>
<td>Leave settings as originally arranged.</td>
<td>Eyes on presenter.</td>
<td>Listen for instructions.</td>
<td>Put away what you take out.</td>
<td>Clean up after yourself.</td>
</tr>
</tbody>
</table>
These expectations are most likely to be met when the specific behaviors expected from students are clearly defined, taught to all, shaped over time, and responded to in ways that encourage students to learn and grow. The School recognizes that this requires proactive systems, practices and policies that support the development of positive behavior in every student.

When these expectations are not met, prompt and appropriate interventions will be implemented to first restore order and safety in the classroom or school environment with the ultimate goal of assisting students to make appropriate behavioral choices.

**Expectations for Teachers – (See Teacher Game Plan)**

**Teacher Game Plan for Student Success**

*We must explicitly teach what is important to us, not just tell or punish.*

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</tr>
<tr>
<td>Be at classroom door before and after school.</td>
<td>Do a uniform check at the beginning of each class.</td>
<td>Be in hallway when students go to lockers.</td>
<td>Ensure all students use the sign in/sign out.</td>
<td>Be with students.</td>
</tr>
<tr>
<td>Redirect students to side doors when necessary.</td>
<td>Remind students of uniform code (without shame).</td>
<td>Encourage locker use only during transitions.</td>
<td>Keep students in classroom for the first 30 minutes.</td>
<td>Expect SILENT movement when others are in class.</td>
</tr>
<tr>
<td>Only let student in early with parent.</td>
<td>Be aware of ALL.</td>
<td>Have students sign out if leaving class to go to lockers.</td>
<td>Only allow 1 student at a time.</td>
<td>Remind students to stay to the right.</td>
</tr>
</tbody>
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</tr>
<tr>
<td>Teach proper sign on &amp; off and how to carry and put away.</td>
<td>Review appropriate behavior before attending.</td>
<td>Teach each procedure as specified in the emergency document.</td>
<td>Walk students to recess</td>
<td>Leave on time.</td>
</tr>
<tr>
<td>Give clear expectations/ instructions of purpose.</td>
<td>Attend and stay with class.</td>
<td>Teach any specific expectations unique for your classroom to all of the classes.</td>
<td>Send all students out.</td>
<td>Walk students to lunchroom.</td>
</tr>
<tr>
<td>Be present when students are using technology.</td>
<td>Allow students to leave only in an emergency.</td>
<td>Teach outside line up procedure.</td>
<td>Be in agreed upon area for pickup.</td>
<td>Ensure they line up correctly.</td>
</tr>
<tr>
<td>Monitor students on task &amp; using technology for</td>
<td>Notice positive behavior.</td>
<td>Teach emergency procedures the first</td>
<td>Be on time.</td>
<td>Notice Positive Behavior.</td>
</tr>
</tbody>
</table>
School and Classroom Management

School personnel will provide continuous, positive, and active supervision and monitoring of student behavior.

Effort should be made to correct student misbehavior using intervention strategies and the least severe discipline responses possible, reserving more significant discipline, such as suspension and expulsion, for the most serious situations that warrant removal from the school environment. When staff and administration use discipline to respond to student misbehavior, it is expected that the discipline response will be paired with other strategies to provide a balanced approach to supporting behavior change in students.

All intervention strategies and discipline should be selected and implemented to help students learn from their mistakes and be supported to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior reoccurs

Because inappropriate behavior may be symptomatic of underlying problems that students are experiencing, it is critical that all staff be sensitive to issues that may influence student behavior and respond in a progressive manner that is most supportive of student needs.

Classroom Rules and Consequences

Each teacher should establish classroom rules consistent with North Davis Preparatory Academy’s Core Values:

- We prepare the child for the path, not the path for the child.
- We nurture curiosity, self-discipline, and the courage to act on our own thoughts and dreams.
- All interactions between students, teachers, staff and parents are based on honesty, trust, and respect.
- We are a community that embraces differences in our languages, cultures, religions, and abilities.
Effective Classroom Management

Foundational to supporting positive behavior in all students is the use of effective classroom management strategies. The goal of proactive and positive classroom management is to develop students who are responsible, motivated, and highly engaged in meaningful tasks. In many cases, effective classroom management practices will reduce the occurrence of behaviors that require intervention strategies and disciplinary responses.

Intervention Strategies

Intervention strategies are actions that provide opportunities for instruction, assessment and restoration. At North Davis Preparatory Academy, we use a variety of strategies. Examples of intervention strategies to be used in the School include but are not limited to:

- **Behavior Contracts**
  - Behavior Contracts create agreements between the student and staff about behavior expectations and how the student will be supported to meet the expectations. Monitoring of the contract can include student self-charting of behavior, staff feedback about progress after each class period, etc. and include reinforcers for success and consequences for continuing problems.

- **Functional Behavior Assessment/Behavior Intervention Plans**
  - Behavior Intervention Plans are developed based on an assessment of the function of the student’s behavior. The assessment results are used to develop a plan for consistent instruction and intervention to support behavior change.

- **Check-in Check-Out (CICO)**
  - Students check in with designated CICO facilitators before the beginning and at the end of each school day to receive positive contact, pre-corrects, reminders of school-wide expectations, etc. At the end of each class period, teachers provide behavioral feedback on a Daily Progress Report Card.

- **Conflict Resolution**
  - Students are supported and empowered to take responsibility for peacefully resolving conflicts. Students are taught skills including anger management, active listening and effective communication.

Disciplinary Responses

Disciplinary responses are actions that are typically viewed as consequences or punishment. At North Davis Preparatory Academy, we strive to meet our core values, examples of disciplinary responses that may be used but are not limited to:

- **Loss of classroom privileges**
  - Students lose opportunities in the classroom such as participating in free time activities, etc.

- **In-school suspension**
  - Students are removed from the classroom environment and assigned to work in a designated space within the School for up to one day.
• Out of school suspension  
  ✓ Students are removed from the School environment for a designated number of days based on the severity of the infraction and other mitigating and escalating factors. Out of school suspensions will be followed by a restorative re-engagement conference to involve the student, parent and appropriate School staff.

• Expulsion  
  ✓ Students are removed from the School environment following the process established in the Student Conduct and Discipline Policy.

**Discipline Procedure Flowchart**

The Discipline Procedure Flowchart (attached) is provided to guide staff and administrator decisions about how to respond to student misbehavior. It is critical that the following factors be considered prior to determining the appropriate intervention strategy or disciplinary response:

- The student’s age, maturity and understanding of the impact of their behavior
- The student’s willingness to repair the harm cause by the behavior
- The student’s disciplinary record including the nature of prior misconduct, the number of prior instances of misconduct, the interventions and consequences applied, etc.)
- The nature, severity and scope of the behavior
- The circumstances and context in which the misconduct occurred
- The student’s IEP, BIP or 504 Plan, if applicable

*(see attached Discipline Procedure Flowchart)*

**Adequate Adult Supervision**

In order to help ensure that behavior expectations are consistently monitored and enforced, the School will ensure that adequate adult supervision is maintained in classrooms, on the playground, in the cafeteria, other areas of the School building, during field trips, and during other school-sponsored activities.

**Effective Instructional Practices for Teaching Student Expectations**

The School will implement a variety of teaching strategies to establish expectations and instruct students regarding self-discipline, citizenship, civic skills, and social skills.

School staff will communicate and teach behavior expectations as well as self-discipline, citizenship, civic skills, and social skills to all students. School staff will continue reminding, re-teaching, and recognizing expected behavior throughout the school year. Data will be used to determine when specific behavior issues need to be addressed at an individual, class, or School-wide level throughout the year.

Behavior expectations in classrooms, hallways, cafeteria, restrooms, and playground will be communicated to students by explaining what such behavior looks like and sounds like.
Systematic Reinforcement of Expected Behaviors

The School will provide regular, frequent, and positive acknowledgements and reinforcement for student displays of academic and social behavior success.

Annual Data-Based Evaluations of Efficiency and Effectiveness

Staff members will document and communicate to the approved personnel incidences for data gathering purposes. (See Behavioral Assessment Referral Form).

Data will be analyzed regularly by the Behavior Assessment Team. The results will be shared with all staff members and will be used to plan adjustments and areas of emphasis in addressing behavior issues.

Staff Development Program and Training of Appropriate School Personnel

The School expects all staff members to model the same positive social behaviors and values that are expected of students.

Policies Relating to the Use and Abuse of Alcohol and Controlled Substances By Students

As provided in the Student Conduct and Discipline Policy, the use, control, possession, distribution, sale, or arranging for the sale of alcohol or an illegal drug or controlled substance is ground for suspension of expulsion.

Procedures Related to Bullying Activities (including bullying, cyber-bullying, hazing, retaliation, abusive conduct)

North Davis Preparatory Academy Bullying Policy fosters a safe and trusting community that enhances learning, is safe from physical and emotional harm, and nurtures the development of personal and social responsibility.

North Davis Preparatory Academy’s administrative policy and procedures meets the following criteria:

- Meet all statutory and regulatory requirements of the State of Utah and USOE
- Are consistent with the NDPA Core Values and End Statements
- Promote effective conflict management skills and build trust
- Provide training to students and staff members to ensure a safe school environment
- Provide supervision to monitor interpersonal interactions and correct those which are inconsistent with this policy

NDPA school administrators will report to the Board of Directors:

- Data showing the progress of improvement of personal and social responsibility including the number and description of serious infractions annually.
• Data collected from student/parent surveys assessing the effectiveness of the policy and procedures every three years.

Notice to Employees

The administration will distribute this Plan to employees by e-mail at the beginning of each school year and to each new employee upon hire.

Gang Prevention and Intervention

School employees will be aware of potential gang activities, as defined in the Student Conduct and Discipline Policy, and such activities will be subject to discipline as set forth in that policy.

Reports Received Through the School Safety and Crisis Line

The School may receive a report through the School Safety and Crisis Line established under Utah Code § 53A-11-1503(3), regarding (i) unsafe, violent, or criminal activities, or the threat of such activities at or near a public school; (ii) incidents of bullying, cyber-bullying, harassment, or hazing; and (iii) incidents of physical or sexual abuse committed by a school employee or school volunteer; or involving situations where there is a need for crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis. In the event the School receives such a report, North Davis Preparatory Academy will investigate, contact and notify appropriate parties.

Protections for Students with a Disability

Nothing in this Plan diminishes any student rights as under or in connection with the Individual with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, or state law. Students with a disability will always be entitled to the rights and protections afforded to them by state and federal law and shall not be removed from the learning environment except as such actions are undertaken in accordance with applicable legal requirements.
North Davis Preparatory Academy
Student Conduct and Discipline Policy

PURPOSE

The purpose of the Student Conduct and Discipline Policy for North Davis Preparatory Academy (the “School”) is to help all students develop positive relationships with other students and adults, take responsibility for their actions and learning, and develop the self-discipline necessary to create an environment that is characterized by physical and emotional safety to enhance learning for everyone.

ENVIRONMENT

It is the policy of the School to promote a safe and orderly school environment for all students and employees. Accordingly, the School holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action, prosecution, or both.

It is the policy of the School to provide equal educational and employment opportunity for all individuals. Therefore, the School prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. Complaints of discrimination or unfair application of this policy should be filed promptly with the Principal or the Board.

NDPA Student Conduct and Discipline Policy
Board Approval Date: 6-07-17
Student Conduct & Discipline

Administrative Procedures

These administrative procedures are adopted in accordance with the Student Conduct and Discipline Policy adopted by the North Davis Preparatory Academy Board of Directors.

Definitions:

“The School” means North Davis Preparatory Academy
“The Board” means North Davis Preparatory Academy Board of Directors
“CMT” means Case Management Team: The CMT shall consist of the Principal, the counselor, and a teacher selected by the Principal.

The School will foster:
- a school and community-wide expectation of good citizenship for students, and a sense of responsibility in the school community for rules and standards of behavior.

The School will promote and require:
- student responsibility for learning and behavior in all grades;
- student conduct that produces a proper learning environment and respect for the personal, civil, and property rights of all members of the school community;
- parents and guardians of all students to assume proper legal responsibility for their students' behavior, and to cooperate with school authorities in encouraging student self-discipline and discouraging behavior that is disruptive to the School's educational program.

The School will comply with:
- state and federal laws requiring suspension or expulsion for certain types of student behavior.

1. BELIEFS AND PHILOSOPHY

1.1 Beliefs and Expectations

The School’s beliefs and expectations set a positive and inviting school culture for dealing with safe school issues.

Beliefs:
- Punishment, alone, will not change behavior
- Much aggressive behavior is a relationship problem, not a behavior problem
- Adults must model the behaviors they expect from the students
• We expect conflicts, but we expect conflicts to be resolved and relationships mended

Expectations:
• Students will show respect for other students
• Students will show respect for adults
• Students will show respect for the building
• Adults will show respect for students
• Students will develop self-discipline

1.2 Procedural Philosophy

The School recognizes that establishing a procedural philosophy consistent with the desired positive school environment is as important as following legal and due process procedures. The School’s policy sets forth appropriate legal and due process procedures and will be followed within the context of the procedural philosophy outlined below:

Procedures:

When students are involved in conflicts with other students, they will:
• Work together to resolve the conflict
• Work to repair the relationship and build trust
• Be subject to additional consequences if they exhibit unsafe behaviors during the conflict

When students are involved in a conflict with or feel they have been treated unfairly by a member of the staff or a volunteer they will:
• Report their feelings to their parents who will set up a conference with the student, the parent, and the adult/s involved to resolve the conflict and mend the relationship
• Report the feelings to the administrator or counselor who will set up a conference with the student, the parent, administrator/counselor, and the adult involved to resolve the conflict and mend the relationship

When students flagrantly disregard the safety of others, show blatant disrespect to or for others, or consistently behave in a disrespectful or unsafe way:
• The student will be subjected to consequences and positive behavior support to ensure that student will make better choices in the future. Consequences might include:
  In-School Suspension
  Out of School Suspension
  Expulsion
  Restitution
  Repayment for damages

• The student will work to earn back the trust of the school community
  Genuine apology to injured or affected parties
  Demonstration of appropriate behaviors following the incident to “walk the talk”
• Repair or replace any damaged items
Due process to protect the rights of students will include:

- All students will be treated with dignity and respect as they go through correction procedures. The administration will see to it that their rights are protected through the process. If parents feel their student has not been treated fairly, they may request a hearing with the Board of Directors. These procedures are listed in the NDPA Grievance Policy.
- Parents will be notified when students are involved in situations that are deemed to be serious including out of school suspension, expulsion, restitution, or repayment of damages.
- Parents and students will be notified of the expectations, possible consequences and the procedures involved in this policy at the beginning of each school year.

2. DEFINITIONS

2.1 Suspension

For purposes of this policy, suspension is a temporary interruption of school services and activities for 10 consecutive school days or less. A student who is suspended may, at the Principal's discretion, have access to homework, tests, and other schoolwork through a home study program, but will not be allowed to attend classes on campus or participate in any school activities during the period of suspension.

2.2 Expulsion for Regular Education and 504 Students

For purposes of this policy, expulsion means the formal process of dismissing a student from school. In cases of expulsion from the School, the legal obligation of complying with state compulsory education laws becomes the sole responsibility of the student's parents or legal guardian.

2.3 Change of Placement for Students with Disabilities under IDEA and Section 504

For purposes of removals of a student with a disability from the student's current educational placement, a change in placement occurs if the removal is for more than ten (10) consecutive school days; or, the student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. Any "Change of Placement" requires compliance with the procedures referenced in Section 7 of this policy.

2.4 Disruptive Student Behavior

For purposes of this policy, “disruptive student behavior” means the behavior identified as grounds for suspension or expulsion described in Section 3.1 below.

2.5 Parent
For purposes of this policy, “parent” means (i) a custodial parent of a school-age minor; (ii) a legally appointed guardian of a school-age minor; or (iii) any other person purporting to exercise any authority over the minor which could be exercised by a person described above.

2.6 Qualifying Minor

For purposes of this policy, “qualifying minor” means a school-age minor who: (i) is at least nine years old; or (ii) turns nine years old at any time during the school year.

2.7 School Year

For purposes of this policy, “school year” means the period of time designated as the school year by the Board in the calendar adopted each year.

3. GROUNDS FOR SUSPENSION, EXPULSION, OR CHANGE OF PLACEMENT

3.1 Suspension

3.1.1 A student may be suspended from school for any of the following reasons:

[a] frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including, but not limited to: fighting, gang activity, noncompliance with school dress code, harassment, including sexual, racial, or religious harassment, the use of foul, profane, vulgar or abusive language, or other unreasonable and substantial disruption of a class, activity, or other function of the school;

[b] willful destruction or defacing of school property;

[c] behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;

[d] possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage as defined in Utah Code Ann. § 32A-1-105;

[e] possession, distribution, control, use, sale, or arranging for the sale of cigars, cigarettes, e-cigarettes or tobacco, as defined by Utah Code Ann. § 76-10-101;

[f] possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations;

[g] inappropriate use or possession of electronic devices in class or in any other way that substantially disrupts the educational environment;
[h] criminal activity;

[i] any other serious violation involving weapons, drugs, or the use of force, including those actions prohibited in Section 3.1.2 below, which threatens harm or causes harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs, or


3.1.2 A student shall be suspended or expelled from School for

[a] any serious violation affecting another student or a staff member, or any serious violation occurring in a School building, in or on School property, or in conjunction with any School-sponsored activity, including:

(i) the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;

(ii) the actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal School activities; or

(iii) the sale, control, or distribution of a drug or controlled substance as defined in Utah Code Ann. § 58-37-2, an imitation controlled substance defined in Utah Code Ann. § 58-37b-2, or drug paraphernalia as defined in Utah Code Ann. § 58-37a-3; or

[b] the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

3.2 Expulsion

A student may be expelled from school for any violation listed under Section 3.1 of this policy if the violation is serious or persistent.

3.3 Weapons - Mandatory Expulsion for One Year, Utah Code Ann. § 53G-8-205(2)(b); 20 U.S.C.A. § 7151

3.3.1 Any student who commits an act for which mandatory suspension or expulsion is provided under Section 3.1.2, above, using a real or lookalike weapon, explosive, or noxious or flammable material shall be expelled from all school programs and activities for a period of not less than one year, pursuant to state law.

3.3.2 Students with Disabilities under IDEA and Section 504
Whenever a student receiving special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act is determined to have carried a weapon to school or a school function the procedures referenced in Section 7 of this policy must be followed.

3.4 Drugs and Controlled Substances - Mandatory Suspension or Expulsion Utah Code Ann. § 53G-8-205(2)(a)

3.4.1 A student shall be suspended or expelled from the School for any of the following reasons:

[a] use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on School property, or in conjunction with any school activity;

[b] misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function; or

[c] misuse or abuse of over-the-counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies. A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, Tylenol (acetaminophen), cough drops, allergy medication, cough syrup and mouthwash.

3.4.2 Students with Disabilities under Section 504

Any student identified as being disabled under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act who currently is engaging in the illegal use of drugs or alcohol shall be suspended or expelled to the same extent as non-disabled students for the possession, use, control, distribution, sale, or arrangement of the sale of illegal drugs, alcohol, or controlled substances on School property or in conjunction with any school activity.

3.4.3 Drug Testing

[a] Any student who is reasonably suspected of violating Section 3.4 may be subject to a drug test for cause, arranged and paid for by the School.

[b] Any student who has been suspended or expelled for a violation of Section 3.4 may be required to provide a clean drug test and evidence of drug assessment and drug counseling programs as a condition of readmission to school. Testing and counseling required as a condition of readmission rather than for the purpose of providing justification for the initial suspension or expulsion shall be arranged and paid for by the student's parent or guardian.
[c] Students who refuse to submit to required drug testing and counseling programs, or to cooperate with School officials with respect to the sharing of appropriate information, may be expelled from the School.

[d] Any student who is suspended or expelled for violation of Section 3.4 may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive, he/she may be expelled from all School programs or activities. Any student who refuses consent for random drug testing under these conditions shall be expelled from all School programs or activities.

3.4.4 Students with Disabilities under IDEA

Whenever a student receiving special education and related services under IDEA knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the procedures referenced in Section 7 of this policy must be followed.

3.5 Gangs

A "gang" as defined in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one its primary activities the commission of criminal acts, which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

3.5.1 Gang Activity and Apparel Prohibited

Students who engage in any form of gang activity on or about school property, or at any school activity may be suspended or expelled under the terms of this policy. For the purposes of this policy, "gang activities" include, but are not limited to any of the following.

[a] Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos or manner of grooming, accessories, symbols, signs, or other thing which is evidence of membership in or affiliation with any gang;

[b] Committing any act or omission or using any speech, either verbal or nonverbal, (flashing signs, gestures, handshakes, etc.) that demonstrates membership in or a affiliation with a gang;

[c] Soliciting others for membership in a gang;

[d] Requesting any person to pay for "protection", claiming "turf", or otherwise intimidating, bullying, retaliating against, threatening, abusing, or harassing any person;

[e] Possessing a weapon, controlled substances, drug paraphernalia, or other contraband;
[f] Committing any illegal act; or

[g] Encouraging or inciting another person to act with physical violence upon any other person or cause damage to property.

3.5.2 Confiscation of Gang Items

Subject to the search and seizure provisions of this policy, gang paraphernalia, apparel, or weapons may be confiscated by school officials at any time.

3.5.3 Consultation with Law Enforcement Authorities

School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding gang-related clothing, apparel, or other gang activity.

3.6 Bullying, Cyber-Bullying, Harassment, Hazing, and Abusive Conduct

Bullying, cyber-bullying, harassment, hazing, and abusive conduct of students and employees are against federal law, state law, and School policy, and are not tolerated by the School. It is the School’s intent to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create a safer school that provide a positive learning environment.

School administration has the authority to discipline students and employees for off-campus speech that causes or threatens a substantial disruption on campus, at School activities, or causes or threatens a significant interference with a student’s educational performance or involvement in School activities.

Additional information regarding these issues are contained in the School’s Bullying and Hazing Policy, which is available on the School’s website.

3.7 Possession or Use of Electronic Cigarette Products

3.7.1 Students are prohibited from possessing or using electronic cigarette products, as defined by Utah Code Ann. § 76-10-101, on School property.

3.7.2 The Principal or their designee shall request the surrender of or confiscate electronic cigarette products as provided in Section 16 of this policy.

3.7.3 The Principal will ensure that any surrendered or confiscated electronic cigarette product is destroyed or disposed of. However, the Principal may allow the release of any surrendered or confiscated electronic cigarette product to local law enforcement if School personnel have a reasonable suspicion that the electronic cigarette product contains an illegal substance and local law enforcement requests that the School release it to them as part of an investigation or action.
4. AUTHORITY TO SUSPEND OR EXPEL

4.1 Authority to Suspend and Duration of Suspension for Regular Education Students

The Principal has the authority to suspend a regular education student for up to ten (10) school days per incident. In considering whether to suspend a student, the Principal shall consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources. The Principal, alone, is prohibited from suspending for longer than ten (10) school days, expelling, or otherwise changing student placement. Whenever such action is contemplated or desired, the Principal shall make a referral to the School's CMT.

4.2 Authority to Suspend and Duration of Suspension for Students with Disabilities

The Principal has the authority to suspend a student with disabilities (504 or IDEA) for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a pattern resulting in a change of placement. A school need not provide services during periods of removal of ten (10) days cumulative or less if services are not provided to a student without disabilities who has been similarly removed.

4.3 Authority to Expel

The CMT may, by a majority vote, expel a student for violations under this policy. The CMT shall report its disciplinary actions to the Board at least once each year.

4.3.1 Parental Responsibility

If a student is expelled, the student's parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of expulsion.

4.3.2 The parent or guardian and designated school officials may enlist the cooperation of the Division of Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the educational needs of the student.

4.3.3 Readmission of Expelled Students

Any student who is expelled from the School will be dropped from the School’s rolls in accordance with state law. A student who is expelled must follow the School’s lottery procedures in order to be readmitted to the School.

Pursuant to state law, a student may be denied admission to the School if he or she was expelled from that or any other school, during the preceding 12 months.

4.4 Authority to Institute Change of Placement for Student with Disabilities
Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.


The School will follow procedures consistent with state law in addressing disruptive student behavior.

6. DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS

The School will provide students with appropriate due process in connection with any decision to suspend or expel under this policy.

7. DUE PROCESS FOR CHANGE OF PLACEMENT OF STUDENTS WITH DISABILITIES

The School will provide appropriate due process and will comply with applicable state and federal statutes and regulations in connection with any change of placement of a student with a disability under IDEA, 504, or ADA.

8. ADMINISTRATIVE STUDENT CONDUCT AND DISCIPLINE PLAN

8.1 Elements of Plan

The Principal will develop, with input from administration, instruction and support staff, students, parents, and other community members, a Student Conduct and Discipline Plan. The plan shall be comprehensive, clearly written, consistently enforced, and include the following elements:

8.1.1 written standards for student behavior expectations, including school and classroom management;

8.1.2 effective instructional practices for teaching student expectations, including:

    [a] self-discipline;

    [b] citizenship;

    [c] civic skills; and

    [d] social skills;

8.1.3 systematic methods for reinforcement of expected behaviors;
8.1.4 uniform and equitable methods for correction of student behavior;

8.1.5 uniform and equitable methods for at least annual data-based evaluations of efficiency and effectiveness;

8.1.6 an ongoing staff development program related to development of:

[a] student behavior expectations;

[b] effective instructional practices for teaching and reinforcing behavior expectations;

[c] effective intervention strategies; and

[d] effective strategies for evaluation of the efficiency and effectiveness of interventions;

8.1.7 procedures for ongoing training of appropriate School personnel in:

[a] crisis intervention training;

[b] emergency safety intervention professional development; and

[c] School policies related to emergency safety interventions consistent with evidence-based practice;

8.1.8 policies and procedures relating to the use and abuse of alcohol and controlled substances by students;

8.1.9 policies and procedures, consistent with requirements of Rule R277-613 and the School’s Bullying and Hazing Policy, related to:

[a] bullying;

[b] cyber-bullying;

[c] hazing;

[d] retaliation; and

[e] abusive conduct;

8.1.10 direction for dealing with bullying and disruptive students;

8.1.11 direction regarding the range of behaviors and the continuum of administrative procedures that may be used by school personnel to address student behavior, including students who engage in disruptive student behaviors as described in § 53G-8-210;
8.1.12 strategies to provide for necessary adult supervision;

8.1.13 notice to employees that violation of this rule may result in employee discipline or action;

8.1.14 gang prevention and intervention provisions in accordance with Subsection 53E-3-509(1); and

8.1.15 provisions that account for the School's unique needs or circumstances, including:

   [a] the role of law enforcement; and

   [b] emergency medical services; and

   [c] a provision for publication of notice to parents and school employees of policies by reasonable means;

8.1.16 procedures for responding to reports received through the School Safety and Crisis Line under Subsection 53E-10-502(3).

8.2 Plan Consistent with this Policy

The administrative Student Conduct and Discipline Plan shall be consistent with this policy, including without limitation the emergency safety intervention policies and procedures set forth in Section 10.

9. EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended or expelled may lose the privilege of participation during the period of suspension/expulsion and are not allowed to invoke due process procedures to challenge the denial of extracurricular participation.

10. EMERGENCY SAFETY INTERVENTIONS

A School employee may not subject a student to physical restraint or seclusionary time out unless utilized as a necessary emergency safety intervention (“ESI”) in compliance with this Section.

10.1 Definitions

10.1.1 An “ESI” is the use of seclusionary time out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others likely to cause serious physical harm. An ESI is not for disciplinary purposes.

10.1.2 “Physical restraint” means a personal restriction that immobilizes or significantly reduces the ability of a student to move his or her arms, legs, body, or head freely.
10.1.3 “Physical escort” means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.

10.1.4 “Seclusionary time out” means that a student is placed in a safe enclosed area, isolated from adults and peers, and the student is, or reasonably believes, he or she will be prevented from leaving the area. The safe enclosed area must meet the fire and public safety requirements described in R392-200 and R710-4.

10.2 General Procedures

10.2.1 Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to ESI as well as the safe use of ESI and a release criteria.

10.2.2 An ESI shall:

[a] be applied for the minimum time necessary to ensure safety;

[b] implement an appropriate release criteria;

[c] be discontinued as soon as imminent danger of physical harm to self or others has dissipated;

[d] be discontinued if the student is in severe distress;

[e] never be used as punishment or discipline;

[f] be applied consistent with the School’s administrative Student Conduct and Discipline Plan; and

[g] in no instance be imposed for more than 30 minutes.

10.3 Students with Disabilities Receiving Special Education Services

10.3.1 Use of ESI for a student with a disability receiving specialized educational services under IDEA or Section 504 shall be subject to all applicable state and federal laws, including Least Restrictive Behavioral Interventions (LRBI) policies and procedures for special education/504 programs.

10.3.2 Additionally, ESIs written into a student’s IEP as a planned intervention are prohibited unless school personnel, the family, and the IEP team agree less restrictive means which meet the circumstances described in R277-608-5 have been attempted; a Functional Behavioral Assessment has been conducted; and a positive behavior intervention plan based on data analysis has been written into the plan and implemented.

10.4 Physical Restraint
10.4.1 A School employee may, in accordance with Section 10.2.2 and when acting within the scope of employment, use and apply physical restraint as an ESI in self-defense or as may be reasonable and necessary under the following circumstances:

[a] to protect the student or another person from physical injury;

[b] to remove from a situation a student who is violent;

[c] to take possession of a weapon or other dangerous object in the possession or under the control of a student; or

[d] to protect property from being damaged, when physical safety is at risk.

10.4.2 When an employee exercises physical restraint as an ESI on a student, the following types of physical restraint are prohibited:

[a] prone, or face-down;

[b] supine, or face-up;

[c] physical restraint which obstructs the airway or adversely affects the student’s primary mode of communication;

[d] mechanical restraint, except for seatbelts or safety equipment used to secure students during transportation, other appropriate protective or stabilizing restraints, and devices used by a law enforcement officer in carrying out law enforcement duties; or

[e] chemical restraint, except as prescribed by a licensed physician and implemented in compliance with a student’s Health Care Plan.

10.4.3 Nothing in this Section prohibits a School employee from using less intrusive means, including a physical escort, to address circumstances described in Section 10.4.1.

10.5 Seclusionary Time Out

A School employee may, in accordance with Section 10.2.2 and when acting within the scope of employment, place a student in seclusionary time out as an ESI under the following circumstances:

10.5.1 the student presents an immediate danger of serious physical harm to self or others;

10.5.2 any door remains unlocked; and

10.5.3 the student is within line sight of the employee at all times.
10.6 Notification

10.6.1 If an ESI is used, the School or employee shall immediately notify the student’s parent/guardian and School administration.

10.6.2 In addition to providing the notice described in Section 10.6.1, if the ESI is applied for longer than fifteen minutes, the School shall immediately notify the student’s parent/guardian and School administration.

10.6.3 Parent notifications made under this Section shall be documented in the student information system as required by R277-609-10(3)(d)).

10.6.4 Within 24 hours of using ESI, the School shall notify the parent/guardian that they may request a copy of any notes or additional documentation taken during the crisis situation.

10.6.5 Upon request of a parent/guardian, the School shall provide a copy of any notes or additional documentation taken during a crisis situation.

10.6.6 A parent/guardian may request a time to meet with School staff and administration to discuss the crisis situation.

10.7 Emergency Safety Intervention (ESI) Committee

10.7.1 The School shall establish an ESI committee that includes:

[a] at least two administrators (if there are at least two administrators employed by the School);

[b] at least one parent of a student enrolled in the School, appointed by the School’s Principal; and

[c] at least two certified educational professionals with behavior training and knowledge in both state rules and the School’s conduct and discipline policies.

10.7.2 The ESI committee shall:

[a] meet often enough to monitor the use of ESI within the School;

[b] determine and recommend professional development needs;

[c] develop policies for dispute resolution processes to address concerns regarding disciplinary actions; and

[d] create and communicate methods for evaluation of the efficiency and effectiveness of the Schools’ rules and standards.
10.7.3 The School shall collect, maintain, and periodically review the documentation or records regarding the use of ESI in the School.

10.7.4 The School shall annually provide documentation of any School use of ESI to the State Superintendent of Schools.

10.7.5 The School shall submit all required UTREx discipline incident data elements to the State Superintendent of Schools no later than June 30, 2018. Beginning in the 2018-19 school year, the School shall submit all required UTREx discipline incident data elements as part of the LEA’s daily UTREx submission.

10.8 Corporal Punishment

School employees may not inflict or cause the infliction of corporal punishment upon a student. School personnel who inflict corporal punishment on a student will be subject to discipline up to and including termination.

11. TRAINING

11.1 All new employees shall receive information about this policy and the administrative Student Conduct and Discipline Plan at new employee orientation. All other employees shall be provided information on a regular basis regarding this policy, the Student Conduct and Discipline Plan, and the School's commitment to a safe and orderly school environment.

11.2 Employees who have specific responsibilities for investigating, addressing, and resolving issues addressed in this policy shall receive annual training on this policy and related legal developments.

11.3 The Principal of the school shall be responsible for informing students, parents, and staff of the terms of this policy and the Student Conduct and Discipline Plan, including the procedures outlined for investigation and resolution of violations.

12. POLICY AND PLAN DISSEMINATION AND REVIEW

12.1 The School shall compile an annual report of all suspensions and expulsions and submit it to the Board. For each suspension or expulsion, the report shall indicate the student's race, gender, disability status, and age/grade, as well as the reason for the discipline, the length of the discipline, and a statement as to whether the student was referred to the Board.

12.2 A summary of this policy and the Student Conduct and Discipline Plan shall be posted in a prominent place in the School, and the policy and plan will be posted on the School’s website. A summary of the policy and plan shall also be published in student registration materials, student and employee handbooks, and other appropriate school publications as directed by the Board.
12.3 This policy and the plan shall be reviewed as necessary with appropriate revisions recommended to the Board.

REFERENCES

Gun Free Schools Act; 20 U.S.C. § 7151

Requires schools that receive federal financial assistance to have a policy requiring the expulsion from school for a period of not less than one year of any student who brings a weapon firearm, explosive or flammable material to school.

Individuals with Disabilities Education Act; 20 U.S.C. § 1415(K); 34 C.F.R. § 300.520-529.

A student with a disability who carries a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be placed by school officials in an interim alternative educational setting, in accordance with State law, for not more than 45 days. A hearing officer may order a change in placement for a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer determines that there is substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.


Allows schools to include appropriate information in the education record of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Also allows schools to disclose such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.


Assures all children with eligible disabilities a free appropriate public education and related services designed to meet their unique needs.


Stipulates that schools may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student who is an individual with a disability and who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students who are not disabled.


U. S. Department of Education, Office for Civil Rights (OCR) Memorandum (January 28, 1991) ADA Amendments to Section 504 - Discipline of Students Using Drugs or Alcohol.

Utah Code Ann. § 53E-6-701 - Mandatory reporting of physical or sexual abuse of students

Utah Code Ann. § 53G-8-302 - Use of reasonable and necessary physical restraint or force.


Utah Code Ann. §§ 53G-8-402 to 53G-8-405 - Notification of juvenile court and law enforcement agencies

Utah Code Ann. § 62A-4a-410 - Immunity from liability

NDPA Student Conduct & Discipline
ADMIN Procedures
Last Updated: 7-01-20
Student Data Collection Notice

North Davis Preparatory Academy (the “School”) collects student data for two main purposes: to comply with law and to improve students’ educational experience. Student data enables the School to participate in education programs and to qualify for 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, optional student data, and personally identifiable student data (PII) in Utah Code § 53E-9-301. The School collects student data primarily through registration, but it also collects additional student data during the school year. The necessary, optional, and PII data collected by the School is listed in its Data Governance Plan, which is published on the School’s website. The School does not collect student social security numbers or, except as required in Utah Code § 78A-6-112, criminal records.

The School strives to not share PII unless the sharing is in accordance with Utah’s student privacy and data protection laws and the Family Educational Rights and Privacy Act (“FERPA”). Except as allowed by law, the School will not share PII externally without written consent. Some examples of where the School is allowed by law to share PII without written consent include sharing such data with an authorized caseworker or other representative of the Department of Human Services, in response to a valid subpoena, or to persons or entities qualifying as school officials under FERPA.

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

A student’s rights under Utah Code § 53E-9-301 through 310 include:

- Each student owns his or her PII. A student and his or her parent must be allowed to access such student data maintained by the School;
- A student’s parent or guardian, or an adult student, has the right to be notified by the School if a significant data breach occurs at the School;
- A prior student or parent of a prior student is entitled to have the prior student’s student data that is stored by the School expunged in accordance with State Board of Education rules; and
- A student is entitled to receive a student data collection notice from the School prior to the School collecting necessary or optional student data of the student.

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.
Consent Form – Applicable to Students in Grades 9-12

The School requests written consent to share with the State Board of Regents the following student data of students in grades 9-12:

- Name
- Parent name;
- Grade;
- School; and
- Contact information (primary phone number, email address, and physical address).

This student data would be used by the State Board of Regents strictly for the purpose of providing information and resources about higher education to students in grades 9-12 and to help such students enter the higher education system and remain until graduation.

Please check all that apply and return this form to the School:

☐ I am the parent/guardian of a student in grade 9-12. My student’s name is ________________.

—or–

☐ I am a student in grade 9-12 and am 18 years of age or older. My name is ________________.

–AND–

☐ I do not consent to the School sharing my student’s (or my) data described above with the State Board of Regents.

—or–

☐ I consent to the School sharing my student’s (or my) data described above with the State Board of Regents for the purposes described above.

Printed Name____________________________ Signature____________________________

NDPA Student Data Collection Notice
Last Updated: 10-02-18
Student Data Disclosure Statement

North Davis Preparatory Academy (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.
North Davis Preparatory Academy
Student Data Privacy & Security Policy

PURPOSE

North Davis Preparatory Academy (the “School”) is responsible for protecting the privacy of student data and ensuring data security. The purpose of this policy is to describe how the School will perform this responsibility in compliance with state and federal law.

POLICY

The School will comply with state and federal laws regarding student data privacy and security, including but not limited to Chapter 9 of Title 53E of the Utah Code, Utah Administrative Code Rule R277-487, and the federal Family Educational Rights and Privacy Act.

Utah Code Ann. § 53E-9-301 *et seq.* requires the School to, among other things:

1. Adopt policies to protect student data in accordance with the Act;
2. Designate a student data manager;
3. Create, maintain, and publish a data governance plan;
4. Create, maintain, and publish a metadata dictionary;
5. Establish an external research review process for a request for data for the purpose of external research or evaluation;
6. Distribute and publish a student data collection notice; and
7. Require third-party contractors that receive student data from the School to enter into a contract with the School concerning, among other things, the third-party contractor’s collection, use, storage, and sharing of the student data.

Student Data Manager

The School hereby designates the Principal as the School’s Student Data Manager. The Principal shall fulfill the responsibilities of a student data manager described in Utah Code Ann. § 53E-9-308 and rules adopted by the Utah State Board of Education. When appropriate, the Principal may delegate such responsibilities to another individual.

Data Governance Plan

The Principal shall establish an administrative Data Governance Plan that complies with the requirements of Utah Code Ann. § 53E-9-301 *et seq.* and rules adopted by the Utah State Board of Education. The Data Governance Plan shall encompass the full life cycle of student data, from acquisition, to use, to disposal, and shall, among other things:

1. Incorporate reasonable data industry best practices to maintain and protect student data and other education-related data;
(2) Describe the role, responsibility, and authority of the School’s data and security managers, employees and volunteers, educators, and other parties;

(3) Provide for necessary technical assistance, training, support, and auditing;

(4) Describe the process the School will follow in connection with sharing student data with third-parties, including appropriate third-party contractors;

(5) Describe the School’s data expungement process, including how to respond to requests that data be expunged;

(6) Include the School’s external research review process for a request for data for the purpose of external research or evaluation; and

(7) Describe actions the School will take to prevent data breaches as well as the response process the School will follow in the event of a data breach.

The Data Governance Plan shall work in conjunction with this policy, the School’s metadata dictionary, and any other School policy or administrative procedure or plan concerning student data privacy and security.

The Data Governance Plan shall be published as required by the Utah law and rules adopted by the Utah State Board of Education.

Metadata Dictionary

The Principal shall ensure that the School creates, maintains, and publishes a metadata dictionary in accordance with Utah Code Ann. § 53E-9-301 et seq. and rules adopted by the Utah State Board of Education.

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 the Family Educational Rights and Privacy Act.
North Davis Preparatory Academy
Student Education Plan Policy

POLICY

North Davis Preparatory Academy (the “School”) understands the importance of personal education planning for each of its students. Personal education planning is a cooperative effort involving students, parents/guardians, and educators. It focuses on the individual needs of the student and is essential at the elementary and secondary school levels.

The School shall implement an individual learning plan (also known as an SEP) for its K-6 students and a plan for college and career readiness (also known as an SEOP) for its students in grades 7-9 in accordance with Utah law.

The School’s Principal shall establish administrative procedures to help the School implement individual learning plans and plans for college and career readiness consistent with Utah Code § 53E-2-304(2)(b) and, if the School receives Comprehensive Counseling and Guidance Program funds, Utah Administrative Code Rule R277-462.
North Davis Preparatory Academy
Time & Effort Documentation Policy

PURPOSE

Because North Davis Preparatory Academy (the “School”) receives restricted federal funds, the School is obligated to properly spend and account for the expenditures of such funds. The School adopts this policy in order to ensure that charges to federal awards for salaries and wages are based on records that accurately reflect the work performed.

POLICY

The School will recognize and follow the Uniform Administrative Requirements pertaining to the Standards for Documentation of Personnel Expenses as contained in the Code of Federal Regulations Title 2 Part 200.430(i).

Documentation of personnel expenses will:

1. Be supported by a system of **internal controls** which provides reasonable assurance that charges are **accurate, allowable, and allocable**.
2. Be incorporated into the School’s official records.
3. Reasonably reflect the total activity for which the employee is compensated.
4. Encompass both federally assisted and all other activities compensated by the School.
5. Comply with the established accounting policies and practices of the School.
6. Support the distribution of the employee’s salary or wages among specific activities or **cost objectives**.

The School’s administration will adopt additional administrative procedures to ensure compliance with this policy and applicable law.

Definitions

“Accurate” means that salaries and wages are based on records that provide an actual representation of the work performed.

“Allocable” means a cost is allocable to a Federal award or other cost objective because the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with the relative benefits received.

“Allowable” means that a cost meets the criteria (factors affecting allowability of costs) outlined in Uniform Administrative Requirements 2 CFR 200.403 unless otherwise authorized by statute.

“Internal Controls” mean processes implemented by a non-federal entity designed to provide reasonable assurance regarding the achievement of objectives in the following categories (2 CFR 200.61):

a. Effectiveness and efficiency of operations
b. Reliability of reporting for internal and external use; and

c. Compliance with applicable laws and regulations

“Cost Objectives” means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. (i.e., Implementation of program accounting).

NDPA Time & Effort Documentation Policy
Board Approval Date: 10-07-20
Time & Effort Documentation

Administrative Procedures

1. All employees paid in whole or in part with federal funds, and employees whose salaries are used to meet a matching/cost sharing requirement, are required to provide time and effort documentation that accurately/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 spend 100% of their time and effort on a single federal program during the six-month period being reported on.
      i. Semi-Annual Certifications will be submitted for the periods July 1 through December 31, and January 1 through June 30.
      ii. Semi-Annual Certifications must be submitted after the last day of the period being reported (after the fact).
      iii. Semi-Annual Certifications must be submitted on an approved form.
      iv. Forms will include:
         1. Name of Employee.
         2. Title of Employee.
         3. Period being reported on.
         4. A certification statement stating the employee has spent 100% of their time on the stated program.
         5. Name of the program worked on.
         6. Whether time, effort and salary are being used for cost sharing or matching purposes. If so, for which program(s).
         7. Signature of Employee.
         8. Date Signed by Employee (Note: Cannot be dated prior to the end of the period covered by the certification).
         9. Signature and Title of Direct Supervisor.
        10. Date Signed by 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 that:
      i. Meet at least one of the following criteria:
         1. Work on multiple federal awards.
         2. A federal award and a non-federal award.
         3. Employees that work on a single federal award, but are paid for indirect cost activities AND direct cost activities.
         4. Employees that work on two or more indirect cost activities that are allocated using two different allocation bases.
         5. An employee that works on a federal award but on an unallowable activity and a direct or indirect cost activity.
      ii. PARs will be submitted on a monthly basis.
iii. PARs must be submitted after the last day of the month being report on (after the fact).

iv. PARs must be submitted using an approved form.

v. Forms will include:
   1. Employees Name.
   2. Period being reported on (e.g., January 1 through January 31, 2020).
   3. A certification statement stating that the distribution of the employee’s time is an accurate representation of the work performed.
   4. Whether time, effort and salary are being used for cost sharing or matching purposes. If so, for which program(s).
   5. Distribution of time (by percentage e.g., 70% Title I, 30% SpEd) by account, Function, Program, Location.
   6. Time being reported must represent but cannot exceed 100%.
   7. Must coincide with one or more pay periods.
   8. Signature of Employee.
   9. Date Signed by Employee (Note: Cannot be dated prior to the end of the period covered by the PAR).
   10. Signature and Title of Direct Supervisor
   11. Date Signed by Supervisor (Note: Cannot be dated prior to the end of the period covered by the PAR).
   12. Sick time, vacation time, etc. 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 quarterly 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 certification 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 business administrator 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. Procedures will be periodically reviewed by the administration. 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.

9. The School will keep a copy of all time and effort documentation (Semi-Annual Certifications, Personnel Activity Reports, payroll reports, etc.) in accordance with the School’s record retention practices or 5 years, whichever is greater (See 2 CFR 200.333).
North Davis Preparatory Academy
Travel Policy

PURPOSE

The purpose of this policy is to establish procedures for authorization of travel by employees or agents of North Davis Preparatory Academy (the “School”) who may be required to travel to fulfill their official duties or to attend seminars, conferences or other professional or educational activities benefiting the School.

POLICY

1. This policy applies to all employees’ and board members’ travel undertaken for execution of School business, whether or not overnight stay is required.

2. This policy does not apply to field trips.

3. All travel must be approved in advance by the Director or the Board if the Director is the traveler. All travel requests should be submitted at least three (3) weeks prior to departure date and prior to making any arrangements. Travel requests shall explain the purpose of the travel and, where applicable, include the conference registration materials, proposed hotel accommodations, and approximate airfare. Flight reservations will be made by the School.

4. Per Diem expenses will be paid for all approved travel events that are more than 100 miles from the School campus. The per diem will be paid to the traveler by check no less than 48 hours prior to departure date.

5. Out-of-State per diem at the discretion of the Director/Board not to exceed $75 per day.

6. In-State per diem at the discretion of the Director/Board not to exceed $50 per day.

7. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. The traveler is responsible for collecting receipts in order to present them for reimbursement. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time.

8. Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the Director for School employees other than the Director. The Director and individual Board Members must be approved by the Board of Directors.

NDPA Travel Policy
Board Approval Date: 6-01-16
North Davis Preparatory Academy
Vending Machines Policy

PURPOSE

The purpose of this policy is to ensure that vending machines accessible to students in grades 7, 8, and 9 at North Davis Preparatory Academy offer healthy choices of snacks with nutritional value.

POLICY

No vending machines will be placed in the school for student access without the prior written consent of the Board.

All revenue generated from school vending machines will be used for school activities. The accounting procedures for vending machine revenues will follow those outlined in North Davis Preparatory Academy's Purchasing and Disbursement Policy.

No more than 25% of the items in school vending machines may be foods of minimal nutritional value (as defined by the USDA). Foods of minimal nutritional value may include, but are not limited to: carbonated beverages, popsicles (unless they contain fruit or fruit juice), gum, and candies whose primary ingredient is sugar and/or corn syrup.

Product pricing may not discourage the purchase of nutritious foods. Nutritious foods will be priced the same or less than comparable less nutritious foods. The most nutritious foods will be placed in the more prominent position in vending machines, as machine capabilities permit. Less nutritious foods will be less visible.

School may not advertise or promote foods of minimal nutritional value anywhere on school premises, except on the machines themselves and on scoreboards.

Students will be educated on the potential health risks associated with foods of minimal nutritional value.

The school administration will develop procedures for the use of the vending machines that are consistent with this policy. The Community Council will meet annually to consider revising the Vending Machine Policy.

NDPA Vending Machines Policy
Board Approval Date: 04-02-08
North Davis Preparatory Academy
Volunteer Hours Guidelines Policy

PURPOSE

The purpose of this policy is to encourage parent participation in education at North Davis preparatory Academy. Parental volunteerism provides a foundation for lifelong appreciation of learning.

Parents of students at North Davis Preparatory Academy are expected to volunteer at least thirty hours supporting students and teachers; regardless of the number of children or grade of each child. This number of hours is per household and not per each parent.

Parents may choose how they volunteer their hours from a list of needed services determined by the school and Parent Organization. These activities may include: assistance in the classroom, making phone calls from home, assembling school equipment, etc.

Employees of North Davis Preparatory Academy and employees of those companies contracted with NDPA, whose children attend North Davis Preparatory Academy, are expected to fulfill their volunteer hours like all other working parents.

Hours spent babysitting while others volunteer at the school may be counted after acquiring thirty hours.

Attending Parent Teacher Conferences, Back to School Night, Assemblies, Performances, Charter Education and all other meetings do not count as volunteer hours.
Preamble

North Davis Preparatory Academy (the “School”) is committed to the optimal development of every student. The School believes that for students to have the opportunity to achieve personal, academic, developmental and social success, it needs to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy (“wellness policy”) outlines the School’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this wellness policy establishes goals and procedures to ensure that:

- Students in the School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the School—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- The School engages in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This wellness policy applies to all School students and staff. Specific measurable goals and outcomes are identified within each section below.
School Wellness Committee

Committee Role and Membership

The School will convene a wellness committee (the “Committee”) that meets up to four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this wellness policy.

The Committee will oversee wellness efforts, review wellness goals and as necessary, recommend changes to the wellness policy. The Committee may consist of but is not limited to parents, students, the Principal, teachers and members of the community, and for the purpose of also acting as the Nutrition and Fitness Advisory Committee, will also include health professionals, food service staff, and health/PE teachers as required. The School Kitchen Manager and Principal will be responsible for convening the Committee and ensuring compliance with this wellness policy.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The School will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the School campus(es), food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. The School will use the Healthy Schools Program online tools (https://schools.healthiergeneration.org) to complete an assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that helps ensures implementation of the wellness policy, and generate an annual progress report.

This wellness policy and the progress reports will be provided on the School’s website.

Recordkeeping

The School will retain records to document compliance with the requirements of the wellness policy at the School’s main office and/or on the School’s central computer network. Documentation maintained in this location(s) will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the wellness policy has been made available to the public;
- Documentation of efforts to review and update the wellness policy; including an indication of who is involved in the update and methods the School uses to make stakeholders aware of their ability to participate on the Committee;
- Documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public.
Annual Notification of Policy

The committee will meet annually in the month of April. Notification of the annual meeting and invitation to participate will be advertised to the School community through the School’s newsletter, website or other means. An annual assessment of compliance with the wellness policy will be performed. An evaluation tool like the State provided “Wellness Tool” may be used to make the assessment. Minutes and/or an assessment of progress and efforts will be made available to the School community by using the School’s newsletter and/or website. The most current version of the wellness policy will be made maintained on the School’s website.

Triennial Progress Assessments

At least once every three years, the School will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the School is in compliance with the wellness policy;
- The extent to which the wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy; and
- A description of the progress made in attaining the goals of the School’s wellness policy.

The Principal is responsible for managing the triennial assessment.

The School will notify households/families of the availability of the triennial progress report by using the School’s newsletter and/or website.

Revisions and Updating the Policy

The Committee will update or modify the wellness policy based on the results of the annual School Health Index (https://schools.healthierglassation.org) and/or triennial assessments and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The School is committed to being responsive to community input, which begins with awareness of the wellness policy. The School will actively communicate ways in which representatives of Committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means, including School’s newsletter and/or website.

The School will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The School will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Nutrition
School Meals

The School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP). The School is committed to offering school meals through the NSLP program that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers reimbursable school meals that meet USDA nutrition standards (https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals).)

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. The School will make drinking water available where school meals are served during mealtimes. Students will be allowed to bring and carry water bottles filled with only water with them throughout the school day.

Competitive Foods and Beverages

The School is committed to ensuring that all foods and beverages available to students on School property during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, in-school fundraisers, School stores and snack or food carts.
Celebrations and Rewards

All foods offered, but not sold, on School property will meet or exceed the following requirements:

NDPA’s Food and Candy policy states that food will not be used as punishment, rewards or motivators. In addition, nutritional education will be provided and nutritional incentive program will be encouraged.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout School buildings, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by School staff, teachers, parents, students and the community.

The School will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs.

Nutrition Education

The School will teach, model, encourage and support healthy eating by all students. The primary purpose of nutritional education is to build knowledge and skills that will help children make healthy eating and physical activity choices now and lifelong. The will be supported by the following:

- Healthy eating habits will be taught and supported for students and staff by encouraging teachers, whenever possible, to use healthy nutrition facts in learning skills such as reading, writing and math.
- NDPA’s Food and Candy policy states that food will not be used as punishment, rewards or motivators. In addition, nutrition education will be provided and nutrition incentive program will be encouraged.
- Promote nutritional and physical awareness and healthy lifestyles through assemblies.
- Increase awareness of healthy lifestyles such as regular medical and dental checks ups.
- Encourage and educate parents in ways to provide healthy and affordable sack lunches.

Food and Beverage Marketing in the School

The School is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The School strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on School property that contains messages inconsistent with the health
information the School is imparting through nutrition education and health promotion efforts. It is the intent of the School to protect and promote students’ health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the School campus(es), consistent with the School’s wellness policy.

Any foods and beverages marketed or promoted to students on School property during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on School equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, the School will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the School.
- Advertisements in School publications or School mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

**Physical Activity**

The Community Council recognizes the importance of physical activity for student health and academic achievement. The Community Council encourages the director to implement programs to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the student's physical, mental, emotional and social well-being. The following goals are some of the ways NDPA hopes to achieve this:

- Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through PE, assemblies, after school activities or in the classroom.
- Provide daily recess for all elementary students for at least 20 minutes per day and a minimum of 30 minutes of fitness education per week, schedule permitting.
- Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom.
• When activities such as mandatory testing or inclement weather make it necessary for students to stay indoors for long periods of time, students will be given periodic breaks during which they are encouraged to participate in some activity or movement.
• Physical education activities should teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement.
• Appropriate alternative activities should be provided for students with physical disabilities.
• Exemptions from physical activities should be provided where appropriate for ill or injured students.
• Parent volunteers will be encouraged to form after school sports teams or clubs for students.
• Air quality will be monitored during periods of inversion. On yellow or orange days, students who are at risk of breathing issues will be allowed to remain inside for recess, and on red days, all students will be allowed to stay inside.

Physical Education

The School will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Elementary students will receive physical education for at least 60-89 minutes per week throughout the school year.

Secondary students are required to take the equivalent of one academic year of physical education.

The School physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program (http://www.pyfp.org) or other appropriate assessment tool) and will use criterion-based reporting for each student.

Recess (Elementary)

The School’s elementary campus(es) will offer at least 20 minutes of recess on all days during the school year. If recess is offered before lunch, the campus(es) will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.
Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the School must conduct indoor recess, teachers and staff will follow the indoor recess guidelines established by the administration that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Community Partnerships

The School will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy’s implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.