



**ENTHEOS**  
EXPEDITIONARY LEARNING

**policies** *and*  
P R O C E D U R E S

The mission of Entheos is to INSPIRE the rising generation to reach the heights of their potential, IGNITE their curiosity to venture into challenging new learning experiences, and EMPOWER them to become leaders through service, who are committed to family and community.

Then...they can ACHIEVE their goals and dreams!

# CONTENTS

Policy and Procedures.....Page 5

## entheos board of trustees

1. Organizational Structure and Governing Board .....Page 7

2. Nature of the Board .....Page 7

3. Board of Trustees Protocol .....Page 7

4. Additional Board Responsibilities .....Page 8

5. Board Contract.....Page 8

6. Insurance .....Page 9

7. Electronic Data Submission.....Page 9

8. Nonsectarian Statement .....Page 9

9. Fiscal Procedures and Assurances .....Page 9

## entheos administration and staff

1. Administration and Staff Contract.....Page 15

2. Rights and Responsibilities.....Page 15

3. Teacher Qualifications.....Page 15

4. Employee Evaluation .....Page 16

5. Employment of Relatives.....Page 17

6. Employee Termination Policy .....Page 17

7. Entheos Staff Code of Conduct.....Page 17

8. Entheos Communications Policy.....Page 20

9. Staff Uniform Policy.....Page 21

10. Uniforms as a Reward .....Page 21

11. Entheos Website Policy and Guidelines.....Page 21

12. Employee Computer Acceptable Use Agreement .....Page 22

13. Classroom Content .....Page 24

14. Viewing Videos/DVDs in Class or on School Outings.....Page 24

15. Video and Computer Game Policy.....Page 24

16. Resolution for Freedom of Religious Expression .....Page 24

17. Recommended Sequence of Activities for Classroom Discipline .....Page 24

18. Entheos Events and Activities .....Page 26

19. Fieldwork Protocol.....Page 26

20. Camping and Other Overnight Fieldwork Excursions.....Page 27

21. Volunteers and Student Safety .....Page 29

22. Clubs.....	Page 29
23. Extracurricular Activities.....	Page 29
24. School Wide Assessment.....	Page 29
25. Emergency Access Staff.....	Page 29
26. Animal on Premises Policy.....	Page 30
27. Storage and Housekeeping.....	Page 30
28. Blood Born Pathogen Policy.....	Page 30
29. Lock Out and Tag Out Policy.....	Page 31
30. Hazard Communication Policy.....	Page 31
31. Special Education Students.....	Page 32

## entheos students

1. Student Contract.....	Page 34
2. Rights and Responsibilities.....	Page 34
3. Admission and Dismissal.....	Page 35
4. Attendance.....	Page 36
5. Tardies.....	Page 37
6. 2009-2010 Uniform Policy.....	Page 37
7. Fieldwork Protocol.....	Page 38
8. Camping and Other Overnight Fieldwork Excursions.....	Page 39
9. Consequences for Violation of Contract/Discipline Policy.....	Page 40
10. Bullying.....	Page 41
11. Counseling Services.....	Page 41
12. Vending Machines.....	Page 42
13. Non-School Property.....	Page 42
14. School Wide Assessment.....	Page 42
15. Student Computer Acceptable Use Agreement.....	Page 42
16. Searches of Student and Student Property.....	Page 43

## entheos parents, guardians and volunteers

1. Rights and Responsibilities.....	Page 47
2. Parent Crew Organization.....	Page 47
3. Check In/Check Out.....	Page 48
4. Parking Lot Safety Plan.....	Page 48
5. Parental Consent Forms.....	Page 49
6. Volunteer Services.....	Page 50

7. Visitor/Volunteer and School Security .....	Page 51
8. Volunteers and Student Safety .....	Page 51
9. Visitor/Volunteer Uniform Policy .....	Page 51
10. Fieldwork Protocol .....	Page 51
11. Camping and Other Overnight Fieldwork Excursions.....	Page 52
12. Discipline .....	Page 54
13. Special Education Students .....	Page 54
14. Complaint and Grievance Procedure .....	Page 55

## entheos school wide

1. Entheos Bylaws.....	Page 57
2. Open and Public Meetings Act .....	Page 64
3. Dissemination of Information .....	Page 71
4. Family Education Rights and Privacy Act (FERPA) .....	Page 71
5. Consumption of Homemade Foods in School Setting .....	Page 72
6. Medications – Dispensing and Storage .....	Page 72
7. Immunizations .....	Page 74
8. Freedom of Expression.....	Page 74
8a. Religious Resolution.....	Page 74
8b. Student Friendly Religious Resolution .....	Page 76
9. Harassment.....	Page 77
10. Bullying Prohibition and Prevention .....	Page 77
11. Due Process.....	Page 78
12. Interviewing of Students by Law Enforcement Agency.....	Page 81
13. Special Education Policy and Procedures Manual .....	Page 81
14. Accounting Manual.....	Page 88

## entheos national/state crisis plan

1. What is a Crisis?.....	Page 93
2. What is the Purpose of a Crisis Plan? .....	Page 93
3. Emergency Preparedness Plan .....	Page 94
4. Emergency First-Aid Checklist .....	Page 106
5. Notice of First-Aid Care .....	Page 107
6. Emergency Contacts.....	Page 108
7. Public Information Release .....	Page 109
8. Sample School-Parent Letter .....	Page 110

9. Site Status Report .....Page 111  
10. Approval Statement .....Page 112

## entheos policy manual definitions

Definitions ..... Page 114

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## policy and procedures

Entheos is committed to fostering a safe environment for students, staff, and visitors that is conducive to the learning process and free from unnecessary disruptions. Entheos has adopted a Safe School policy that is in accordance with Utah State Law. A safe school environment includes school facilities and grounds; school sponsored activities and school related locations where students can function without threat of impending harm.

A student may be denied admission to Entheos on the basis of having been expelled or having committed a Safe School Violation at any other school during the preceding twelve (12) months.

Prior to suspending or expelling a student for repeated acts of willful disobedience of authority or disruptive behavior which are not of violent or extreme nature where immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school.

Alternatives to suspension, including parental supervision of the student while at school, will be considered in these circumstances.

School staff members promote growth in skills, attitudes, and habits so that students can develop a strong sense of individual worth and achievement. Students are expected to assume responsibility for their own actions and to work together with dignity and respect.

Students enjoy numerous privileges and are expected to cooperate in maintaining a climate where learning is cherished.

A strong school and family partnership is essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.

Students and parents must recognize that the unacceptable behaviors specified in the school handbook will be subject to disciplinary action. When it is necessary to take corrective measures, the actions should be appropriate to the nature of the offense, consistent with applicable law, constructive and limited to what is reasonably necessary to promote the schools educational objectives.



ENTHEOS BOARD OF TRUSTEES

# 1. organizational structure and governing board

## Governing Board

A volunteer board of directors will govern Entheos Academy. The Director will be the executive of the board, shall do the bidding of the board, but shall have no right to vote. The initial number of Board members shall be three to nine. We will strive to always have at least two parents on the board. At least two teachers (one from the Elementary team and one from the Middle School team) shall be present and act as advisory members at each board meeting.

## 2. nature of the board

The Board of Directors for Entheos Expeditionary Learning School would like all of its founding members as well as parent volunteers to know that they are always welcome to attend board meetings. These meetings have always been public and are always posted on the Entheos website with the date, time and location of the meeting 24 hours in advance. The meetings are generally held the second Thursday of each month at Entheos School, but due to the voluntary nature of the board this may change. Time is reserved for public comment at most open meetings. This is not mandatory but we welcome public input and base many of the desires of our founding members and parents. By law, we can only discuss and vote on issues that are on the agenda for a meeting that has been publicly announced 24 hours in advance. Concerns that come to us during public comment often need to be tabled until future board meetings.

If you would like to bring a proposal to the board for consideration as an agenda item, please contact the Entheos School Director.

We encourage parents of Entheos students to stay abreast of what has been discussed and voted on at the board meetings. There are a few different ways in which this can be done:

1. Attend all board meetings.
2. View the minutes via our website. The minutes are the official record of our meetings and include all items considered or voted on by the board. Minutes will be posted on the website within one week after minutes are approved by the board. Typically, minutes from prior board meetings are approved the following month at the beginning of each board meeting.
3. Contact the board secretary if you would like any further available information regarding a particular meeting.

Please remember, we value the opinions and desires of all of our families. We may not be able to please everyone in the decisions that are made, but we do want to hear input and take it into account when we vote on issues that affect Entheos.

Thank you,  
The Entheos Board of Directors

## 3. board of trustees protocol

- The board is responsible mainly for policy decisions (rules or important school decisions). When asked questions by parents or crews, board members are free to offer opinions or council. However, final decisions or actions require approval of the entire board. No board member can officially act alone.
- Each board member is responsible to stay informed on the issues using information received prior to board meetings.

- How do items get on the agenda?
  - The Chair is responsible to create an agenda for each board meeting. He may ask the Secretary to help. At Entheos, contact board Secretary to add agenda items.
  - A board member must specifically request the item be added to the agenda. Proposals are to be sent to the board secretary at least 72 hours in advance.
  - The Chair has the responsibility of prioritizing or assigning times to the agenda items in order to facilitate an efficient meeting.
- How does the board make decisions?
  - Research is completed by committee or by board member.
  - A request is made to put the item on the agenda.
  - A formal proposal is written and disseminated to the rest of the board for review well in advance of the board meeting.
  - The proposal is presented to the board, discussed, and voted on.
  - At the end of every agenda item, the question will be asked what needs to be done and who is going to do it.
- What is the purpose of a board meeting?
  - Create and approve policy
  - Receive reports & ask questions
  - Discuss issues
  - Authorize actions
  - As a general rule, board meetings are NOT the time for research. It is time to clarify and summarize research.
- How should minutes be taken?
  - Motions must be written down word for word.
  - Each board member's vote must be recorded on each action item.
  - A brief summary of items discussed.
  - Ideally someone who can focus solely on note taking should do this.

## 4. additional board responsibilities

### School Director

The Board shall recruit and hire a Director of the School. The Director shall be responsible for all operations of the school and shall answer directly to the Board.

### School Staff

The Director shall recruit and hire, under the approval of the board, Crew Leaders (teachers), assistants, aides, support staff, etc. The Director shall stay within the hiring guidelines and budgets established by the Board.

## 5. board contract



All board members will read policy manual annually. Contract must be signed every August prior to the beginning of the new school year or as hired.

<b>Entheos Board Contract</b>
1. I will support the mission and values of Entheos Charter School.
2. I will play an active role in keeping the schooling clean and conducive to learning.
3. I will speak to my colleagues with respect at all times.
4. I will be prepared and on time.
5. I will abide by all of the policies outlined in the Entheos Policy Manual.
I have read and understand the Entheos Policy Manual.
Name: _____ Date: _____
Signature: _____

## 6. insurance

Entheos Academy will purchase an insurance policy from either State Risk Management or from an outside agency. We have received bids for the appropriate coverage's and have included the premiums in our budget. Written evidence of insurance will be provided to local and state agencies as required.

Date: _____ March 28, 2005 _____
<b><u>Proof of Insurance</u></b>
_____ Entheos Academy _____ Charter School will provide to the Board a certificate of insurance before the first day of school in its initial year and annually thereafter.

## 7. electronic data submission

Date: _____ March 28, 2005 _____
<b>Electronic Data Submission</b>
_____ Entheos Academy _____ Charter School will have the technology and ability to meet all of the electronic data submission requirements for charter schools.

## 8. nonsectarian statement

Date: _____ March 28, 2005 _____
<b>Nonsectarian Statement</b>
_____ Entheos Academy _____ Charter School is nonsectarian in its programs, admission policies and employment practices and all other operations.

## 9. fiscal procedures and assurances

Entheos academy will adopt fiscal policies and procedures to safeguard assets, provide compliance with state and federal regulations, and to produce timely and accurate financial information. Entheos will create and have approved by its governing board an "Accounting Manual" that will outline in detail all financial policies and procedures of the school. The manual will include, but may not be limited to, the following items:

#### Fiscal Policy

- Entheos will follow all relevant laws and regulations that govern Utah charter schools.
- Entheos will provide accurate and auditable records of all financial transactions. We will maintain all books, records, and accounts in conformity with Generally Accepted Accounting Principles (GAAP), which include Generally Accepted Governmental Auditing Standards.
- Entheos will apply the State Office of Education guidelines for Budgeting, Accounting, and Auditing for Utah Schools.
- The Director and Governing Board of Entheos will be responsible for preparing and submitting all financial and school reports to the state. This will include, but is not limited to, the State Accountability Report, Financial Audit Report and the Financial and Enrollment Report as required by the State Office of Education.
- Entheos will retain an outside firm to provide monthly statements, accounts payable services, accounts receivable services, payroll, taxes, general accounting services and other services as needed.
- The Director and Treasurer of the Governing Board will prepare an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projection will be reviewed and approved by the Governing Board, and may be modified as necessary.
- The Board of Directors will have authority to approve and will record in its minutes:
  - approval of the annual operating budgets,
  - incurrence of debt or mortgages,
  - investments and/or purchase or sale of property,
  - opening or closing of checking or savings accounts,
  - selection of a certified public accountant, and
  - other financial activities associated with the charter school.
- Financial statements displaying budget vs. actual results will be prepared by the school's accountant and reviewed by the Director and Treasurer each month. An updated budget vs. actual will be presented to the Board at least quarterly.
- The Governing Board will arrange for an independent certified public accounting firm to conduct an audit of the Charter School's financial statements annually.

#### Use of Funds

- Any transactions requiring a cash payment or check in an amount that exceeds \$5,000 will require two signatures, which must include the Chair of the Board.
- All other expenditures shall be made by check requiring two signatures, which may include the Business Manager, Administrative Assistant, Director or Board Member. All purchases shall require a purchase order number. Pre-approved expenses may be reimbursed through an Expense Reimbursement form, which must include appropriate PO#'s
- The Governing Board must approve all short-term and long-term debt.
- Any reasonable expenses may be reimbursed to employees or Board members within IRS guidelines and legal limits, if approved by the Governing Board.

- All lease agreements will be evidenced by a lease or sublease agreement approved by the Governing Board signed by its Chair.
- Entheos reserves the right to reallocate funds from one line item to another if purchasing practices or conservation result in an expenditure different than the budgeted amount, to the extent allowed by law and the guidelines of the funding source.

**Budget Policies and Procedures:**

- Entheos shall prepare a budget that shall run from July 1 to June 30.
- Budgeted Revenues will include, but shall not be limited to, federal or state start-up funds, federal or state operating funds as approved by the legislature and other grants, donations, sponsorships or fundraising monies obtained by Entheos. Amount that cannot be established for certain, such as some fundraisers, will not be included in the annual budget.
- Budgeted Expenditures shall be categorized in the same chart of accounts as used by the Utah State Office of Education.

**UTAH CHARTER SCHOOLS  
Assurances**

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

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

J. The charter school assures that no otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from local, state, or federal financial assistance.

K. The charter school will not expend program funds for any education program, activity, or service related to sectarian instruction or religious worship.

L. The charter school will function under an open admission policy. If the number of students applying to enroll at any grade level exceeds the capacity of the school or of, classes, or grade levels within the school, then those to be admitted shall be chosen at random from among the applicants, within the allowable mandatory and optional preferences specified in Section 53A-1a-506, Utah Code Annotated.

M. The charter school assures that it will not conduct a program of instruction until such time as:

- (1) The requisite health and safety standards for the school building have been met according to the local fire and health department inspectors;
- (2) Adequate equipment, and materials are available; and
- (3) Conditions are adequate to provide for the economical operation of the school with an adequate learning environment.

N. The charter school will comply with all applicable federal and state laws, rules, and regulations regarding the recruitment, screening, selection, and evaluation of all school employees.

O. The charter school will only employ educators who hold valid Utah Professional Educator Licenses or who meet State Board requirements for alternative licensing routes or Board authorization.

P. The charter school will employ the use of the Utah State Core Curriculum as the foundation for the instructional program for the school.

Q. The charter school will employ the use of the Iowa Test of Basic Skills and the Utah State Core Course End-of-Level Tests in the grade levels required by U-PASS as a fundamental part of the overall assessment program for the school.

R. The charter school assures that resources will be available and a process established to develop a Student Education Plan/Student Education Occupation Plan (SEP/SEOP) for each student.

S. The charter school will operate with a written procedure for student suspension and dismissal, including appeal procedures.

T. The charter school will maintain an active parent/guardian involvement process including some formal mechanism for meaningful involvement in site-based decision making.

U. The charter school will not charge tuition or fees, except those fees allowed by law. Governing Boards will adopt allowable fees annually in an open board meeting.

V. The charter school will operate under the provisions of the Utah Open Meeting Law and adopt bylaws in an open meeting.

W. A copy of the charter will be supplied to interested individuals or groups on request.

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

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

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

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

BB. The charter school will maintain accurate student transcripts.

**The chief administrative officer of the applicant charter school certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that the applicant will comply with the**

assurances noted above if this application is approved. Therefore, this application for charter school status and funding is hereby submitted with the full approval and support of the governing body and chief administrative officer of the proposed charter school.

Name (type): Jaren Gibson

Title (type): Chair & Current CAO

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



ENTHEOS ADMINISTRATON AND STAFF

# 1. administration and staff contract

All administration and staff will read policy manual annually. Contract must be signed every August prior to the beginning of the new school year or as hired.

Entheos Administration and Staff Contract	
1. I will support the mission and values of Entheos Charter School.	
2. I will play an active role in keeping the schooling clean and conducive to learning.	
3. I will speak to my colleagues with respect at all times.	
4. I will be prepared and on time.	
5. I will abide by all of the policies outlined in the Entheos Policy Manual.	
I have read and understand the Entheos Policy Manual.	
Name: _____	Date: _____
Signature: _____	

# 2. rights and responsibilities

## Rights

School Personnel have a right to:

- Work in a positive atmosphere for learning and teaching.
- Teach and work in an atmosphere free from verbal or physical threats and abuse.
- Expect compliance with rules by staff and students.
- Be present, when appropriate, at conferences and hearings concerning classroom and school discipline.

## Responsibilities

School Personnel have a responsibility to follow the Entheos Policy and Procedure Manual including:

- Develop, communicate and implement written classroom expectations for students' behavior.
- Work with parents to prevent discipline problems.
- Inform parents/guardians of student progress, behavior and attendance.
- Refer students to other staff or programs as appropriate.
- Maintain accurate student records.
- Supervise students in the school building and grounds in accordance with rules of the master agreements, school policies and regulations, and school procedures.
- Protect and respect confidentiality of students, parents, and school staff.
- Protect students' health, safety, and welfare.
- Record disciplinary actions in accordance with state laws.

# 3. teacher qualifications

Entheos Academy will require the following qualifications of all teachers:

- Teachers must have a valid Utah Professional Educator Licenses or meet the State Board requirements for alternative licensing.
- Teachers must be open to new innovative teaching methods and experiential learning. They will need to be prepared to attend workshops and conferences throughout the year as needed.
- Teachers must be innovative, resourceful and strong in their area of expertise.

Entheos Academy will not discriminate against any candidate for employment on the basis of gender, race, color, national origin, religion, age or disability.

In compliance with state law, the Governing Board will disclose the qualifications of all teachers to the parents and students through the schools' website or provide a hardcopy of this information upon request.

## 4. employee evaluation

### Teacher Evaluation

Teacher evaluations will be modeled after student evaluations. The process will be four fold:

1. *Conference & Goals:* After the first trimester, the Teacher will have a conference with the Director. This is the time when they will set goals, review parent surveys and talk about informal observations the Director has made of the teacher's class.
2. *Teacher Portfolio:* Each year, the Teacher will begin a portfolio much like his/her students. The portfolio will contain expeditions, lesson plans, goals and graphs tracking standardized test results of their class. The teacher will use this as model for students.
3. *Presentation:* At the end of the year, each Teacher will present their completed portfolio to a board of parents, governing board members and peers. They will show how they and their students have improved and report on goals. This will be their time to shine.
4. *Written Evaluation:* Some time after the final presentation, the Director will compile a final written evaluation of the teacher. This may include recommendations for remediation or items needing improvement. This will be a key factor in determining compensation.

### Teacher Evaluation by EL

On-site evaluations will be performed periodically by EL experts and discussed with the EL coaching team, Director, and Board on a regular basis.

### Teacher Evaluation by Fellow Teachers (such as the EL Coaching Team)

Evaluation of this manner is to give constructive feedback and to help aid in collaboration. It is in no way intended to be used against a teacher regarding his or her employment. However, the Director will be informed of evaluation and observe the teacher personally three times each school year.

### Director Evaluation

Director evaluations will be modeled after Teacher evaluations. The process will be four fold:

1. *Conference & Goals:* After the first trimester, the Director will have a conference with the Chair of the Governing Board. This is the time when they will set goals, review parent surveys and talk about informal observations the Chair has made of the Director's performance at the school.
2. *Director Portfolio:* Each year, the Director will begin a portfolio much like his/her teachers. The portfolio will contain accomplishments of the school, accomplishments of the staff, goals and graphs tracking standardized test results of the school. The portfolio will be reviewed for completeness by the Chair during the Director/Chair conference.



3. *Presentation:* At the end of the year, the Director will present his/her State of The School Address and his/her completed portfolio to the governing board and school staff. He/she will show how the school has improved and report on personal goals.
4. *Written Evaluation:* Some time after the final presentation, the Governing Board will compile a final written evaluation of the Director. This may include recommendations for remediation or items needing improvement. This will be a key factor in determining compensation.

#### **Support Staff Evaluation**

The support staff will be evaluated each year by the Director in a year-end evaluation interview.

## 5. employment of relatives

The following guidelines have been developed to help us avoid any real, potential and/or perceived conflicts of interest with regard to hiring. The definition of “relative” includes: spouse, child, parent, brother, sister, niece, nephew, aunt, uncle, cousin, grandparent, grandchild, in-laws or any person sharing the same household with the person in question.

No person may work under the direct supervision of a relative unless otherwise approved by the Governing Board. Indirect supervision is allowed and refers to situations where one relative supervises another through one or more levels of management.

## 6. employee termination policy

Entheos Academy reserves the right to terminate or suspend the employment of any employee at anytime as long as it is not for unlawful or discriminatory reasons. Termination may be a result of a failure to fulfill contracted duties or a reduction in staff. Although the Director has the authority to terminate an employee without the permission of the governing board, he or she will notify them prior to termination.

A terminated employee shall have the right to appeal the decision to the Director and may request documentation and reasoning regarding the termination.

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the school as soon as possible and at least 2 weeks before the effective date of resignation. At the sole discretion of Entheos, an employee who resigns or is terminated may not be required to work any or all of the remainder of their employment contract.

The Governing Board reserves the right to dismiss and/or discipline the Director in the event he/she does not fulfill the duties and responsibilities outlined in their annual contract.

Any dispute, claim or controversy concerning employment or the termination of an employee’s employment or any dispute, claim or controversy arising out of or relating to any interpretation, construction, performance or breach of the employee contract, shall be settled by arbitration.

## 7. entheos staff code of conduct

At Entheos Academy, we recognize that:

- A. All students are entitled to receive an education in a safe, secure environment.
- B. All teachers have the right to practice in an environment of professionalism and mutual respect.
- C. All parents have the right to expect professional and appropriate behavior from all those involved with the public education of their child.

The following policies are designed to protect the rights of students, parents and teachers. They are also designed to ensure student safety and safeguard teachers from the unfortunate occurrences of misinterpretation of conduct, or false allegations of wrong-doing.

A reminder is given that honest, appropriate behavior is usually not misinterpreted. When people have honest and helpful intentions concerning communication and touching most people are not bothered or suspicious. The best protection for faculty is to not have ill intent. Even then the following guidelines are necessary for your protection.

I. Teacher- Student relationships:

a. Physical Contact

Physical contact may be misconstrued by a student, parent or observer. Touching students, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to questions being raised. Staff must not make gratuitous physical contact with students and should avoid attributing "touching" to their teaching style as a way of relating to students.

There will be occasions when physical contact will be acceptable. In general these will fall into one of three categories:

- i. Action to prevent harm or injury to the student or to others. If it is necessary to prevent a student causing injury to him/her or to others the use of minimum force and contact necessary to prevent harm or injury is acceptable and defensible. Such incidents must always be reported (see 2.10 below).
- ii. Comforting a student in distress. There is no easy definition of what is acceptable since much will depend on the circumstances, the age of the student, the extent and cause of the distress and the alternative means of providing comfort. Employees will need to use their professional judgment and discretion in relation to these factors. Employees should consider how others might perceive the action, even if no one else is present, and ensure that it does not develop into unnecessary contact. Particular care must be taken in instances which involve the same student over a period of time.
- iii. Unavoidable contact. This is a particularly sensitive issue in subjects such as Physical Education and Drama and in some forms of "skills coaching." All teachers must be alert to the possibilities of misinterpreting any contact. To avoid such misunderstanding all planned contact must be demonstrably avoidable. It may be, for example, that alternative methods involving demonstrations of particular techniques by the teacher or a particularly competent student may be more appropriate than modifying a student's technique by physical content. There are other occasions when physical contact may be questioned even if innocent in intention. Employees should therefore ensure that their actions recognize the possibility of misinterpretation and are open to the scrutiny of colleagues. Individual professional judgments will be required about the level of physical contact with individual children, which will take account of their age, circumstances and background.
- iv. Corporal Punishment. Any form of physical punishment is prohibited under disciplinary procedures and potentially actionable in law. This also applies to any form of physical response to misbehavior, with the exception noted in A1 above.

b. Private Meetings

Private meetings, by their very nature, increase the risk for possible abuse of students, as well as the opportunity for false allegations against teachers. Teachers and others must therefore recognize this possibility and plan such meetings accordingly.

- i. Employees shall avoid meeting privately with a student in remote areas of the school, and ensure that whenever possible the door is left open or visual contact with other is maintained. Steps to prevent others entering a room by the use of "Meeting in Progress" are especially likely to be open to misinterpretation. In may

cases it will be advisable for another student or adult to be present or in a position to minimize risk during the meeting.

- ii. Under no circumstances should meetings with individual students be arranged off the school premises. This includes the transporting of individual children in private cars.
- iii. Teachers shall not transport students in their private vehicles except on official school trips and in these cases only with multiple students at a time. When transportation of students is necessary and no bus is available, students may be transported by parent volunteers.
- iv. In conjunction with the above policies, all teachers participating in adventure, fieldwork, and/or discovery activities must adhere to all safety and student contact rules as outlined in the adventure policy. These rules will be strictly enforced. We have a zero-tolerance policy when it comes to unsafe behavior on adventure, fieldwork and/or discovery activities, and failure to comply with all policies will result in loss of employment.

c. Personal Letters and Communication

The following forms of contact/communication between teachers and students are not appropriate, and shall be avoided by all members of Entheos staff:

- i. Text messaging
- ii. Instant messaging
- iii. Phone contact between teacher and student's private cell phone
- iv. Any form of online communication via social networks (i.e. Facebook, MySpace, etc.), chat rooms, private emails, etc.

This policy is not intended to curtail the use of email to communicate with parents, and whole families regarding class-wide or school wide programs, projects and assignments. Nor it is intended to prohibit use of email communication between parents and teachers regarding student performance/evaluation.

d. Teaching Materials

The use of books, videos and films of an explicit or sensitive nature, particularly in relation to language or sexual behavior are prohibited. Films should carry a rating no higher than "G" for general audiences and should make clear curriculum connections. However it still must be a film for general audiences. If there is a compelling reason to show an educational clip, video or film with higher than a "G" rating then permission of the students' parents and the director is required.

Teachers will submit to the Director a list of books if they are to be read in class by everyone. This also pertains to any books read by a small group of students together as part of a class assignment.

e. Reporting Incidents

Teachers should report any concerns they may have following any incident where s/he feels that his/her actions may have been misinterpreted. This report should be made to the Director as soon as possible after the incident and should include as an immediate follow-up the preparation of a written note of the incident, a copy of which should be given to the Director. While reporting of incidents is always advisable, it is particularly important to ensure that a written record is made if any form of restraint has been used against a student or whenever a student, parent or third party has complained about an action or expressed an intention to complain.

Likewise, it is the responsibility of all employees to report to the director immediately any conduct witnessed that gives cause for concern, or may be deemed inappropriate between any teacher and student.

All employees are expected to follow the communications policy approved by the Board.

**FOOTNOTE:** Many teachers express regret at the need for a code such as this. However, its purpose is to promote the highest standards of care for young people and to protect teachers and others from potentially

devastating consequences of false allegations. It is an unfortunate fact that society is less trusting and that causes have come to light which have justified the increased level of mistrust. All teachers are urged to consider how they can safeguard their own positive in the light of this advice without giving up important personal principles of care and trust. Whenever doubt exists any teacher should seek the advice of the director.

## 8. entheos communications' policy

A philosophy and vision of open, honest and useful communication is much more important than a thick booklet of rules, procedures and steps to follow. Every person must ask of him or her self, "what is my intent" in this communication? If intent is really to punish, embarrass or gossip then any communication policy will not be helpful.

Open, honest and useful communication allows anyone at Entheos to communicate with anyone else. Basically communication will not be useful if the person you approach isn't the key person involved or the person who should handle the situation. **Generally parents speak with their student first, then the teacher, then the Director, then the Board if satisfaction is not achieved at any previous level.** Generally teachers speak with students first, then parents, then the Director, then the Board if satisfaction is not achieved at any previous level.

Whenever we approach someone when there is a problem we should first evaluate our intent and our "end in mind." Then:

- Speak directly to the person(s) involved
- Seek to understand the others' point of view
- Keep your courage high to tell the true story and keep your consideration high to listen to the other party
- Seek a mutually beneficial solution

The model of maturity and interdependence we would encourage at Entheos would invite all parties in a disagreement to go together to the next level of leadership to speak about the situation. As an example if all parties would sit down with the Director together, this would be helpful in facilitating a solution. It may be appropriate for an individual student, parent or teacher to come to the Director alone however the problem may be resolved with more understanding and effectiveness all together.

At Entheos we encourage the full range of due process steps that may include appeals to the Utah State Office at Education, the Office of Civil Rights or legal challenges in a court of law when parties cannot reach a solution at the Director or the Board level. We do want to go hand-in-hand to these next steps as people with a genuine and respectful disagreement. Our democracy works the best in an atmosphere of transparency and it is possible that on occasion we will be unable to resolve our differences at the Board level.

If intentions are honorable and communication is open, honest and useful we will almost always achieve excellent solutions at the classroom and Director's office level. When communication and disagreement is approached in this manner we see the Expeditionary Learning Design Principle of: **the Primacy of Self Discovery, the Having of Wonderful Ideas and Empathy and Caring** will create synergy. The end of conflict should be the integration of ideas for a new and better solution that neither party may have imagined before hand.

When concerned parties find it necessary to go to the Board of Directors with a concern, it should be as a result of discussion held first at the school level. The Director will be responsible for getting these issues scheduled and all parties present or represented to the Board. Remember there is always direct access to the Board through public comment.

**We should all remember that the Board of Directors must finally render decisions based on law, policy and Entheos Education Philosophy that may appear that the Board did not understand a differing point of view. Understanding all sides of an issue will not mean the Board can always make a decision that honor all sides equally.**

As a final comment on the Entheos Communication Policy; all students, parents and educators agree in principle that we stand shoulder to shoulder and face the Entheos Mission Statement and Core Values. The mission and core values are the philosophy statement that governs communication.

## 9. staff uniform policy

The staff at Entheos, as role models to our students, must meet the same student requirements in regards to modesty and attire, accessories, tattoos and piercings. Although staff is not required to wear the school uniform, the staff must meet the same expectations for students regarding modesty. The same requirements apply to staff representing Entheos during events and fieldwork. All exceptions are subject to approval of the director and the Board of Directors. Failure to meet the expectation of the uniform policy could result in termination of employment from Entheos.

## 10. uniforms as a reward

School or staff will not reward students by allowing “no uniform” days.

## 11. entheos’ website policy & guidelines

### I. Board Policy

Entheos EL School views the Internet as a valuable tool in communication with parents, employees, and students.

### II. Administration Policy

1. The purpose of the school website is to improve communication with students, parents, and the community, and to assist students in reaching their educational goals. Anything that conflicts with the educational mission of the school is prohibited.
2. All school websites must reside on school-owned, school-supervised web servers or on servers approved by the School Director. A username and password will be given by the Information Systems Administrator for up-loading websites and pages to the Internet.
3. Students may participate in creating or maintaining school websites only under direct supervision of a teacher or administrator.
4. Websites must comply with School policies and with local, state, and federal law. Plagiarism, violation of copyright law, and other illegal acts must be avoided. Teachers and administrators with responsibility for web page content must insure compliance with law and policy. Harmful, dangerous, or inappropriate information must not appear on school websites.
5. Language used on school websites must be appropriate, grammatically correct, and free of spelling errors.
6. The following disclaimer must appear on each school’s lead page: *Entheos EL School is not responsible for information obtained through links to non-school sites. Please contact school website staff if you are concerned about a link to a non-school site.*
7. In order to protect the safety and privacy of students, the following restrictions apply:
  - a. Personal contact information about students must never be published on school websites. Personal contact information includes student’s addresses, phone numbers, e-mail addresses, and any other personal information that could be used by unauthorized persons to make personal contact with a student.

- b. Student names, student photographs, personally identifiable student work, information about student participation in classes, activities, sports, projects, etc., may be published on school websites, but only after obtaining a signed release from the student's parent or legal guardian. Without such written permission, no personal information about specific students can be used on school websites, not even student names.
  - c. It is recommended that student last names should only be used when necessary.
  - d. In order to prevent unauthorized persons from identifying students by name and face, the names of students must never appear on the same web pages as their photograph.
  - e. The above policy does not apply to secure school websites where parents using a private PIN number can access information about their student's attendance, grades, assignments, etc.
8. No commercial advertising of any kind is allowed on school websites, except as explicitly authorized by the board. School websites may not provide likes to any commercial sites, including the sites of school business partners, except as explicitly authorized by the board. School websites may, however, provide non-commercial information about school/business partnerships, including company names and logos.
  9. School and districts websites may not be used for fund raising without approval from the school's Administration.

## 12. employee computer acceptable use agreement

### I. Board Policy

The Board recognizes the need for a policy governing the use of electronic information resources by students as outlined in Utah State Code 53A-3-422. Responsibility is delegated to the District Administration for implementing the policy according to established guidelines.

### II. Administration Policy

Computer use is often a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, school network, etc.

Although employees may have access to these information sources, their use must be specially authorized. Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use.

School equipment and access is intended to be used for educational and professional or career development activities. Expectations of employees include, but are limited to the following:

#### 1. Student Personal Safety

- a. Employees who supervise students with access to computer equipment shall be familiar with Entheos' Student Internet Use Agreement and enforce its provisions.
- b. All student computer use must be supervised.

#### 2. Illegal or Destructive Activities

- a. Employees shall not go beyond their authorized access to the School network or other computer equipment or software including the files or accounts of others.
- b. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance, or data.
- c. Employee shall not use School equipment to engage in illegal acts.

### **3. System Security**

- a. Employees are responsible for the security of their computer equipment, files, and passwords.
- b. Employees shall promptly notify the School of security problems.
- c. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.
- d. Students may not have access to computer equipment other than workstations.

### **4. Inappropriate Conduct**

The following are prohibited in public, private or posted messages or files:

- a. Obscene, profane, lewd, vulgar, rude inflammatory, threatening or disrespectful language;
- b. Potentially damaging, dangerous or disruptive material;
- c. Personal or generalized attacks or harassment; and
- d. False or defamatory information.

### **5. Plagiarism and Copyright Infringement**

- a. Works may not be plagiarized.
- b. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that is protected by copyright, the expressed requirements should be followed. In an employee is unsure whether or not a work can be used, the copyright owner should be contacted for permission.
- c. Software copyrights must be strictly respected.

### **6. Inappropriate Access to Material**

- a. School equipment shall not be used with material that is profane, obscene (pornographic) or advocates illegal acts, violence or discrimination.
- b. The non-educational use of Internet games, MUDs (Multi-User Domains), MMOs (Massively Multiplayer Online Games), Instant Messaging, Web Mail and web chats are not allowed.
- c. Inadvertent inappropriate access shall be reported immediately to the Director.
- d. Employees who formally publish school related information on the Internet must have proper approvals and abide by School publishing guidelines and procedures (as per Entheos School Website Policy).

### **7. Expectation Privacy**

Employees have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on School equipment.

### **8. Services and Assumption of Risks**

The School makes no warranties of any kind, whether express or implied, for serviced provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system.

### **9. Due Process**

- a. In the event there is an allegation that an employee has violated this agreement, the employee will receive notice of the alleged violation and an opportunity to present an explanation.

- b. Disciplinary actions in harmony with Corrective Discipline procedures will be tailored to meet the specific concerns related to the violation. Deliberate violations of this agreement (e.g. malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for immediate termination.

I have read and understand the Employee Computer Use Agreement and its provisions. I understand that violation of this Agreement is grounds for discipline and may be cause for immediate termination.

Name (Last) (First) (Middle) \_\_\_\_\_

Grade/Subject/Department \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 13. classroom content

Whenever material is presented in the classroom which is considered political or controversial, an alternative viewpoint(s) will be equally presented in an unbiased manner.

Before each semester, all literature used for class work needs approval by the Director. A list will be made and accessible for parents/guardians.

### 14. viewing videos/DVDs in class or on school outings

Teachers will never show any video or DVD that is PG or stronger in class or on any school outing. All "Hollywood" movies shown will need to be approved in advance by the school Director. Anytime a "Hollywood" movie is going to be shown to students of any age, the parents will be notified in written and electronic form at least three days in advance. Permission slips need to be returned before the movie may be shown. Parents may use their own judgment of a movie's appropriateness and teachers must provide another option for students who either choose not to watch the film or do not receive parental consent.

### 15. video & computer game policy

Video and computer games must be rated "educational". All video and/or computer games used will need to be approved in advance by the school Director.

### 16. resolution for freedom of religious expression

Each year students will be given a copy of the "Resolution for Freedom of Religious Expression in Public Schools" (including a simplified copy for easy understanding). The resolution will be discussed in crew at the beginning of each school year, so that students may understand their rights under this resolution.

### 17. recommended sequence of activities for classroom discipline

#### Student Discipline

The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially accepted behavior. Enthoes Academy intends for students to grow towards self-discipline, to accept responsibility, to learn to appreciate the rights of others, and to learn how to solve conflicts



in a peaceful manner. Our goals are to protect each person's rights, and to help each person learn to make wise choices, care for themselves and others.

The system of discipline at Entheos handles disruptive behavior simply and easily. Our discipline process builds self-discipline, respect for self and others, and builds individual and social responsibility. Entheos Academy has a school-wide discipline system where teachers and staff use a common language as well as a consistent and common discipline process within the classroom.

1. Classroom rules developed in discussion with the class and then posted.
2. Entheos Student Contract reviewed and signed.
3. Remind student of the rules with eye contact, body language, proximity and/or verbal prompt.
4. Go directly to the student and verbally state the problem with the students' behavior, the rule and what you want the student to do, always in a calm and controlled voice.
5. Student will be removed from the class to a neighboring class to write a Think-Time Sheet. Student may take no longer than 30 minutes to complete this. For students below fourth grade, a teacher, teacher assistant or parent should go with the student and help them write the Think-Time Sheet.
6. Parents called and a parent-student-teacher meeting set to review rules, behavior contracts and ideas to help the student.
7. The very next incident that is similar and/or of the same impact requires a referral to the Director. If the Director is not in, the student must wait in the Director's office or be sent to the person left in charge of the building.
8. This step number 7 will require a parent meeting with the student and the director and the teacher, a review of school progress, and usually community service of 3 to 30 hours or some other intervention before the student can return to class.
9. Anytime a teacher, teacher-assistant, parent volunteer or Entheos Staff has a problem with a student complying with a request that occurs in the hallways or common areas they should be taken to the students' teacher. If the student will not comply, the adult should go report the incident to the students' teacher or in case of the middle school one of the middle school faculty.
10. The students' teacher may call home, do a Think-Time Sheet or bring the student to the Directors' office.

Anytime someone believes they need the administration to help they may skip the steps and come directly to the Director. The sequence of steps listed will provide a consistent discipline process to the school.

*Overcorrection* will be commonly used to enforce the rules at Entheos. Students will be required to repeat the appropriate behavior until it is corrected.

**NOTE:** Least Restrictive Interventions – Restraint

Entheos employees or volunteers may not inflict physical pain upon the body of a minor child as a discipline measure. This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to:

1. Obtain possession of a weapon, other dangerous objects, or controlled substance in the possession or under the control of a child
2. Protect the child or another person from physical injury
3. Remove from a situation a child who is violent or disruptive
4. Protect property from being damaged.

In the event that a student's behavior requires emergency interventions to prohibit danger to him/her, others, property, or the threatened abuse to the aforementioned, emergency procedures may be implemented. Emergency procedures include the use of redirection, time-out, physical restraint, suspension, etc.

In the event that emergency procedures are utilized, staff will document all incidents of emergency behavior control with a justification. A parent or guardian will be contacted. If student's behavior continues to escalate in terms of severity, additional assistance will be sought through outside agencies (i.e., Salt Lake County Police, Salt Lake City Mental Health).

## 18. entheos events and activities

Entheos will not schedule events, activities, or meetings on Sunday. It is recommended that the building remain unoccupied on this day.

Entheos will not schedule events or activities on Monday nights.

## 19. fieldwork protocol

Students may leave campus for field work outings and other activities as outlined in the Universal Fieldwork form. A note will be sent home to parents/guardians describing the date, time, location and purpose of the fieldwork excursion no later than one week prior to the excursion.

Students who do not have a signed Universal Fieldwork form will require parental consent each time they leave campus for a school-sponsored activity.

### Transportation

- When students leave campus for any school sponsored activity not within walking distance, the ideal mode of transportation is via school bus.
- Adult supervision is required throughout the bus. Teachers and volunteers will disperse themselves amongst the students. Students must stay seated on the bus and follow the same school rules and guidelines that are expected of them in school. If a school rule is broken during a fieldwork excursion, disciplinary action will be taken.
- When acquiring bus services is not possible, Entheos volunteers may transport students in their own vehicles.
- Any volunteer transporting students will be required to submit a copy of his/her driver's license, as well as a copy of their proof of insurance. This information will be kept on file in a locked location.
- Drivers will submit a background check form with a copy of their current driver's license and valid insurance information to the Entheos front office. Background checks need to be submitted every two years.
- All drivers and the front office will have a copy of the transportation organization chart (drivers and assigned students) along with cell phone numbers of each driver. If changes are made (student absent, cell phone number change, etc.), drivers should make a new copy and submit to the Entheos front office before departure.
- During transport, a "wagon train" is a must. This means that cars will follow each other from the point of departure to arrival. If one vehicle pulls over, all vehicles will pull over until everyone is ready to go again.
- The minimum requirement during transport is one adult and two or more students—never one-on-one. One-on-one ratio between adults and students is not permitted.

- All students will ride in the back seat leaving the front seat open. Exceptions only include allowing your own child to ride in the front seat.
- Before every departure, whether from school, fieldwork site, or en route, the teacher or volunteer will take role, **as student is boarding the vehicle**, in order to ensure each student is safely boarded.
- Entheos Expeditionary Learning is not responsible for accusations in personal vehicles. For your protection, please follow guidelines as outlined above.

### **Behavior/Safety**

To help with supervision, teachers and volunteers will each be responsible for a specific, small/manageable group of students. Volunteers and staff are required to follow the fieldwork schedule of activities. Each student will stay with their assigned group and adult for the entire outing.

Adults must respect the privacy of students in situations such as changing clothes and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations. Examples include swimming, scuba diving, etc.

Students will understand that each adult volunteer who accompanies their class is an authority figure and has the right to make sure rules are being followed, and that students are being kept safe and acting respectfully.

Each teacher should establish a short list of rules and expectations that teach students how to act respectfully and responsibly wherever they visit, from visiting a museum, to hiking in the mountains (i.e., listening quietly while the group is being addressed, respecting property by not climbing on structures, leaving the outdoors as we found it, etc.). These guidelines should be reviewed with students EACH time they leave the school for an outing.

Staff is required to check for any medical conditions and/or medications before departing on a fieldwork excursion.

A first aid kit must accompany a teacher/volunteer on any fieldwork excursion.

In the event of an emergency, teachers or volunteers must call Entheos administration as soon as possible. If it is a life or death situation call 911 before calling the school. Do not call any parents from the emergency site. All parent calls must be made from an Entheos administrator or board member. Also, all media must be directed to the Director. Do not speak to any media regarding the incident.

## 20. camping and other overnight fieldwork excursions

Overnight fieldwork is subject to the same rules and protocols as other fieldwork, as well as additional protocols as outlined. If there is a conflict between the regular fieldwork protocol and overnight fieldwork protocol, the overnight protocol will take precedence.

Overnight trips must fall within the following guidelines:

### **Middle School Students**

Without special permission from the Entheos Board, overnight trips will adhere to the following guidelines:

- 7<sup>th</sup> Grade – one trip of 3-nights maximum per school year
- 8<sup>th</sup> Grade – two trips per school year, one of which is 3-nights, one of which is 4-nights
- 9<sup>th</sup> Grade – two trips per school year, each of which can be 4-nights

Each grade does not have to be obligated for this many nights away from home, however if they add to the investigation and/or expedition these are the allowable limits without Entheos Board approval.

### **Upper Elementary (4<sup>th</sup> – 6<sup>th</sup>) Students**

- Do not have overnight trips as a general rule. In unusual circumstances where there is a rare, clear, and compelling educational opportunity present and which cannot be had by other means, an overnight trip may be proposed during the year, by the teachers to the school director. Final approval from the board is required in such instances.
- 6<sup>th</sup> grade is automatically granted approval for one end of year excursion as rite of passage. This trip shall not exceed two nights away.

#### **Lower Elementary (K – 3<sup>rd</sup>) Students**

- May have day trips only. Distance from the school should be reasonable.

#### **Basic Safety during Campouts and Overnight Fieldwork**

1. The Boy Scout Safety Policy shall be rigorously adhered to on all camping trips.
2. Training shall be held for those going on camping trips, and there shall be strict enforcement of the rules.
3. A 6:1 student to adult ratio shall be observed on all camping trips. In hotel/motel lodging situations, there shall be two adults in each room. Each child will sleep in their own sleeping bag even when using hotel/motel accommodations.
4. Opposite gender camps shall be clearly separated from one another. Gender separation of camps at dusk.
5. Parents and students shall receive and provide signed consent to abide by the safety rules. Public school rules related to alcohol, tobacco, and drugs with regard to both adults and students apply in all aspects of the trip including while in transport and at all fieldwork locations. As part of this agreement parents accept the responsibility to transport their child home if a rule is broken.
6. At least two adults will accompany groups on every activity.
7. All night watch policy: At least two adults at a time will maintain security and safety watch during sleeping hours. Adults can rotate throughout the night.
8. Good Touch/Bad Touch training will be presented at least once a year prior to all campouts and overnight trips.

#### **No Touch Policy during Campouts and Overnight Fieldwork**

Romantic touching of any kind will not be tolerated and is subject to disciplinary action, including being sent home.

#### **Campout Costs**

1. The School must stay within the budget allocated for the experience.
2. Students will be given enough time to know costs, and will be required to make a reasonable effort to provide for needs through fund-raising, borrowing of equipment, etc.
3. The School will provide necessary funds and equipment if a student (and family) is not financially able to cover the costs.

#### **Student Participation Requirements**

Overnight trips are intended to provide direct, rare, and compelling educational experiences. Consequently, the School hopes to have all students participate. However, in situations where parents prefer not to have their child participate in overnight trips, such participation is not required and students will not be penalized for failure to attend

*The school will provide the opportunity for students to complete assignments of an equivalent nature (to the extent possible) for those unable to attend the overnight experiences. Under circumstances of non-participation, the school is not responsible for any missed experiences that the students forgo for having elected not to attend.*

## Parent Participation

All parents/guardians are welcome on all campouts and overnight trips but are required to attend training prior to the trip to review rules and regulations. There shall be strict enforcement of rules on all camping and overnight trips.

## 21. volunteers and student safety

Any volunteer who will be spending unsupervised (meaning not supervised by an Entheos teacher or administrator) time with students will be required to undergo an extended background check. Volunteer's background check will be kept on file, and information will be kept in a locked location. In certain circumstances, we may require fingerprints.

Any time students will be leaving campus for a school sponsored activity (including walking trips) the activity will be supervised completely by volunteers; parents will be made aware of this information.

## 22. clubs

Entheos will not have any non-curricular clubs.

## 23. extracurricular activities

Entheos Academy has contacted the school districts in the area regarding partnering in providing K-8 extracurricular activities. As long as the student lives within the district boundaries, we have been assured that he or she will be able to participate in district activities. Additionally, we may provide a number of activities that will be staffed by volunteers and take place before or after school. Some of these activities may include:

- Web Page Design
- Music related classes such as band, choir, and orchestra
- Chess
- Athletics
- Art
- Foreign Language classes

As an ELOB school, many of these activities may be incorporated into learning expeditions and will become part of the student's portfolio.

## 24. school wide assessment

Entheos uses state mandated testing and requires portfolios at student led conferences.

Standardized testing occurs throughout the year for all grade levels of students, as mandated by the Utah State Office of Education. Classroom curriculum will be structured to prepare students to take these exams and do well on them. All teachers will be required to familiarize themselves with the state core requirements for their subject areas and design lesson plans around them. The core curriculum, as well as its correlation to standardized assessment, can be found on the USOE website [www.usoe.k12.ut.us](http://www.usoe.k12.ut.us).

## 25. emergency access staff

In rooms, no seating or desks should block any part of the access route to the exit doors. No aisle should be less than 18" wide at waist level and not less than 28" at shoulder height. Seating in hallways and exit routes should never be allowed. Optional seating patterns in classrooms, to gain better attention for the students or to allow better group participation should be permitted as long as the routes to all exits remains clear.

## 26. animal on premises policy

The board enacts the following policy to provide reasonable health and safety measures for students, as well as in keeping with state law.

Dogs, cats, or other animals are allowed on school property only under the following circumstances:

- Seeing eye dogs
- Animals used for school instructional (e.g. Show and tell, Police Dog, etc) purposes may be allowed if adequately controlled, and not on premises for more than a few hours.
- A single small animal in a contained habitat (e.g. cage) may be kept in a class room, provided there is a staff member responsible for its care, and all parents have been notified of its presence and none have presented health care concerns regarding its presence. If a parent notifies any staff member of a health care concern to the animal's presence it will be removed from the premises, by the end of business the same day.
- Multiple small animals may be allowed by the school Director.

## 27. storage and housekeeping

It is the intent of this school to provide a clean, organized, and healthy environment for the students to learn and study in. All classroom, closets and storage areas will be maintained in a condition that is acceptable to the principal, health department and local emergency authority. No combustible or heavy materials should be stored on any cabinet or shelf in such a way as to present a hazard for fire or from falling into a working area. All combustibles should be stored at least 24" from the ceiling according to the fire code and all heavy materials must be restrained against falling.

*It is the responsibility of each teacher, administrative staff member and the custodian to check their work areas daily and maintain them in a safe and healthy manner.*

## 28. blood born pathogen policy

**Blood born pathogens are the viruses, in the blood, which can transmit Hepatitis or HIV from one person to another from contact with the blood or contaminated materials. A Blood born Pathogen Plan is required by OSHA part 29 1910.20(e). To eliminate any possible exposure the following rules must be followed:**

1. We will determine which persons at our school could be exposed to any blood, body fluids or contaminated materials.
2. We will purchase all Personal Protective Equipment necessary to protect all of our employees and students from exposure. Employees shall use all equipment whenever the possibility of exposure exists.
3. Any blood which contacts a surface at the school or another person will be cleaned up immediately with solution of 10% bleach and water and the materials disposed of in pathogen containers or in plastic bags which are doubled to prevent further exposure. The containers shall be burned or sent to an incinerator for disposal.
4. All employees shall wash their hands with soap and water as soon as gloves are removed or the exposure is controlled.

5. Anyone who is contacted with blood or body fluids, which has the possibility of being contaminated, will have a medical evaluation performed by a medical faculty and the person will be immunized. All persons who, in the course of their normal duties could be exposed to blood shall have the basic immunization program before any possible exposure.
6. Training for all employees of the school as to the proper use of PPE, the discarding of contaminated materials, where to treat persons who are bleeding and the location of first aid supplies and proper cleaning materials shall be done before each school year and anytime a new employee begins work.
7. A copy of this plan will be made available for anyone who wishes to review our policy.

## 29. lock out and tag out policy

Lock out and tag out is another OSHA policy that will be enforced at our school. Any equipment that has been damaged in a manner that it presents a hazard to a user shall be locked out in a way that will protect persons from accidental start up. The equipment shall be isolated and tagged acknowledging the reason the equipment cannot be operated. The steps to follow are as follows.

1. Notify anyone that is in the general area or is in the habit of using the equipment that it will be de-energized for repairs.
2. Shut down the equipment. Make sure all energy sources have been removed to the equipment.
3. Isolate the equipment by shutting a valve, shutting off the main breaker, pulling the plug or disconnecting the lines.
4. Attach a lock to the device and apply a tag with the name of the employee, date, time, and what is broken or being done to the equipment.
5. Release any stored energy. Accumulators, gravity devices, springs, capacitors, pressurized pipes all have stored energy. Release the energy from a safe location.
6. Test the equipment by pressing the start button or opening the valve, to verify that the energy has been released or the equipment has been controlled.
7. To start up go through the process again starting with notification of persons in the area and an inspection to make sure that the work is completed and the equipment is ready for service.

## 30. hazard communication policy

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

- We will only store chemicals with like properties together on any shelf or in any container in our building.
- We will identify all chemicals on the property and make an inventory of all chemicals that pose a health or physical threat to our employees.
- The chemical inventory sheet and an MSDS for each chemical will be composed and stored in all places where chemicals are mixed, stored, or used or in the office of our main building and everyone on the property shall be informed of its location and how to find the pertinent information on the sheets for any emergency or for normal preventive measures for each chemical.
- Training for the safe use of each chemical shall be done before any employee uses the chemical for the first time and again every time a new chemical is purchased for the same purpose.

- The chemical inventory shall be updated at least once each year and the old chemical inventory shall be archived to verify which chemicals were used and for how long they were used at the school.
- No employee will be allowed to bring any chemical onto the school property without the permission of the principal, the custodian and any other person exposed to the chemical. Anyone who fails to abide by this rule could be held personally liable for any injury or damage from the chemical to students, employees or anyone entering the building. All new chemicals must have their MSDS sheets reviewed by the safety committee before they can be used at the school.

## 31. special education students

**Note: Special Education Rules and Regulations appear as an attachment in the School Wide section of this manual.**

Entheos Academy will serve students eligible for special education using an inclusion model to the extent possible. The instructional staff will consist of certified special education teachers and special education teaching assistants. Psychology, Speech and Language, Physical Therapy, Occupational Therapy and Behavior Specialist services will be provided on a contractual basis.

All students will have an appropriately developed Individual Education Plan designed for maximum services in the regular class. Entheos special education is committed to using research based best practices.

### Identification of Special Education Students

All new students enrolled at Entheos have their school records reviewed to look for any special education or special programs the student may have received at another school

The special education records of all students who have received special education services will be requested by Entheos. If Entheos cannot implement the current IEP as received from another school then immediately a child study team will meet to develop a new IEP.

Any student that has problems with academics or behavior will come to the attention of the Professional Learning Community (PLC) for the appropriate grade level. This team may recommend modifications, accommodations and alternative strategies to help the student be successful in the classroom. Parents will be notified within ten school days if the PLC is going to make any of these changes to a student's education.

When the accommodations made by the Professional Learning Community are not successful over a period of time school personnel may have concerns that this student may benefit from special education services. These services are only available when a student is diagnosed and found eligible for special education. The PLC may feel that a referral for special education testing is in order. Parents must give informed consent about why the testing is being done and what tests will be used. This consent must be in writing. When a parent agrees to this diagnosis then the school will have it completed within 45 days of school.

Once a student is found eligible based on the Child Study Team's determination using all of the data available, an Individual Education Plan will be developed for the child. Now all of the rules and regulations governing special education apply to this student. (See Special Education Policy and Procedures Manual in the School Wide section of this manual.)





ENTHEOS STUDENTS

## 1. student contract

Upon entering Entheos, each student must sign a contract. If students violate their contract they can lose their position at school. Each student with serious disciplinary problems will be reviewed on an individual basis and their placement determined by the school advisory board.

### Entheos Student Contract

As a student at Entheos Charter School I have the following rights and responsibilities:

#### My Rights

1. I have the right to learn in a safe and healthy environment.
2. I have the right to be treated with respect by my teachers and classmates.
3. I have the right to have my concerns and ideas heard and addressed by teachers and administrators. This does not mean that my point of view will always prevail, but my concerns and ideas will be taken seriously.

#### My Responsibilities

1. I will support the mission and values of Entheos Charter School.
2. I will keep my family informed of all school events and meetings by taking home all school notices and teacher letters.
3. I will place an active role in keeping the school building clean and conducive to learning.
4. I will speak to my classmates and teachers with respect at all times.
5. I will be on time to school and participate in all activities.
6. I will abide by all of the policies outlined in the Entheos Policy Manual.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. rights and responsibilities

### Rights

Students have a right to:

- Learn and study in a positive atmosphere for learning, one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.
- Expect that school rules will be enforced in a consistent, fair and reasonable manner.
- Discuss and receive assistance with educational concerns from the school staff.

- Receive a copy of student handbook.
- Receive fair discipline without discrimination.
- Have access to their “own” student records and portfolios.
- Use computers and other equipment for learning.
- Fair, consistent and respectful treatment by staff members and other students.
- Present complaints or grievances to school authorities.
- Receive authoritative replies within a reasonable time regarding the disposition of their complaints or grievances.
- Students may exercise their constitutionally protected rights of free speech, and/or expressions, giving due consideration to the rights of others – time, place, and manner of the expression.

### **Responsibilities**

Students have a responsibility to follow the Entheos Policy and Procedure Manual including:

- Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class and complete assignments.
- Strive for academic growth.
- Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, school buses and other school vehicles, at any school-related activity, and in the classroom, so as not to interfere with the rights of other students learning.
- Make up work resulting from an excused absence or suspension.
- Follow discipline guidelines adopted by the school and Board of Trustees.
- Use computers in an appropriate manner as defined in the school’s Computing Environment User Agreement that is signed by each student.

## 3. admission and dismissal

### **Admission Procedure**

Entheos will have an open enrollment period from January 15 through February 15. During that time Entheos will accept applications without regard to race, color, religion, sex, national or ethnic origin. In the event Entheos receives more applications than it has enrollment capacity, the school shall hold an impartial lottery. Entheos reserves the right to give a “small number” of children of parents who have “actively participated in the development of the school” the right to circumvent the lottery. An impartial third party will perform the lottery to ensure integrity and fairness. The random drawing will begin with the 9<sup>th</sup> grade and then proceed down through Kindergarten, giving preference to the first drawn names and then to the siblings of those first drawn. Students enrolled for the current year will be given preference for the following academic year. Each year siblings of currently enrolled students will be given preference as space allows. Entheos academy respects the importance of family unity and will seek to accommodate all family members if possible. Entheos will place all interested individuals who failed to make the lottery on a waiting list.

### **Discipline and Dismissal Procedure**

All students have the right to learn in a safe environment. At Entheos there will be a shared responsibility between students, parents, and teachers in providing a productive learning atmosphere. Enforcement of school rules, including

disciplinary action, shall be the responsibility of the Director except in the case of expulsion, which will require action of the governing board.

Entheos Academy will create a behavior contract that will be signed by both the parent and the student, to which they will be held accountable. If the student does not comply with the rules and expectations outlined in the contract, Entheos will employ the following steps to resolve the problem:

1. Teacher Intervention: A meeting of the teacher with the student to clarify appropriate conduct with a pledge from the student to maintain acceptable behavior.
2. Parent Intervention: If the problem persists, the parent will be required to meet with the Director to discuss the best way to help the student.
3. Director Intervention: The Director will meet with the student to discuss appropriate behavior and the parent will be notified.
4. Suspension: Upon recommendation of the Director the student may be suspended from school. Any student suspended for more than 10 days shall have the right to appeal the decision before the Director.
5. Expulsion: Upon recommendation of the Governing Board, the student may be expelled from school. Students who are expelled shall have the right to appeal the decision before the Governing Board

The Director will be responsible for understanding the legal requirements for discipline in relation to students with disabilities. In most cases, behavioral expectations will be the same for all students at the school unless the behavior is a manifestation of a student's disability and/or special considerations have been made relative to a student's IEP. Ultimately, ensuring the safety of all students and school personnel will be a priority.

Date: March 28, 2005

#### **Admission Procedures**

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

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

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

## 4. attendance

Students are allowed a maximum of 10 absences per year, unless there are extenuating circumstances. If a student has any more absences beyond this maximum allowance they could lose their place at Entheos. Parents will be notified if their child reaches 8 absences.

## 5. tardies

Students will be considered tardy if they are not in the classroom at the designated start time for class. Any late student must sign in on the tardy sign-in sheet in the main office so the secretary can change their status from absent to tardy. Tardies will be dealt with on an individual basis with the teacher unless a student's tardies become a common problem in which case the administration will be involved.

## 6. uniform policy

A key element of the Entheos dress policy is for students to take pride in their appearance. Therefore a student's grooming and hygiene must be appropriate along with the clothing worn. The dress policy is intended to encourage respect for each other and the learning environment.

The dress code will:

- Ensure clothing is modest and non-offensive
- Reduce peer pressure and emphasis on brand name clothing
- Reduce peer pressure to follow popular trends that are immodest and extreme
- Encourage respectful behavior and a "crew" spirit

During school and on all school activities (class work, investigations, intensives, and fieldwork) the school uniform will be worn. This includes off campus activities and travel. One exception is on overnight camping trips where students may choose appropriate clothing. Travel to and from camping will be done in uniform.

Outer wear for cold and inclement weather can be of the student's choice, including hats, when traveling to and from activities and camping. There is no outer wear allowed inside buildings and classes for Entheos education.

Inside buildings and classrooms students may wear a solid white or blue sweater over their uniform shirt.

### **SHIRTS**

The basic top for boys and girls is a solid color tennis (polo) style shirt, button down or turtleneck. This shirt will be navy blue, maroon or white with no logo, symbols or decoration. The shirt will be full length that will allow it to be tucked in to pants, shorts, and skirts.

Students may wear any shirt underneath their collared shirt as long as it is consistent with the dress code colors and has no printing on it.

Students may wear a solid sweater, vest or jacket (no hoods) over their collared top as long as it is consistent with one of the allowable shirt colors.

The school will sell Entheos embroidered shirts for those students who desire them. The school recommends that each student have one solid navy blue shirt with the school logo to be worn on fieldwork and/or special occasions.

If navy bottoms are worn top must be a contrasting color (maroon or white).

### **BOTTOMS**

Students will wear a solid **tan** or **navy blue** pant, Capri or skirt that:

- May be made of chino, twill, corduroy, or of dress pant quality material
- Is **NOT** denim, nylon, sweatshirt, leather, knit, velour, or any other stretch type or vinyl material
- Goes to the middle of the knee or longer
- Has no holes.

If navy bottoms are worn top must be a contrasting color (maroon or white).

Denim jeans may be worn on some adventure activities. Students will be notified of these times in advance. All other rules apply.

Conservative belts of a solid color may be worn.

### **DRESSES**

Girls may wear any solid **Maroon, Navy or White** dress that has a collar, goes to the middle of the knee or longer, has sleeves that cover the shoulders and under the arms, is not denim, nylon, sweatshirt, leather, or vinyl material, and is not sheer or otherwise revealing.

### **SHOES**

Students may wear shoes, or sandals with a heel strap, that are not extreme or distracting in color, size and style. No shoes with wheels, slippers or flip-flops will be allowed.

### **SWIMWEAR**

Boys will wear swim trunks in the boxer style, no Speedo-type. Girls will wear suits that cover the midsection, are not low cut in the bodice and do not have high cut legs. Boys and girls will wear t-shirts with their swimwear when river rafting, tubing, etc.

### **HAIR**

Students may choose hair styles that are not so extreme in color and cut that they distract from the learning environment. Boys and girls must wear a hairstyle that does not cover the eyes.

### **ACCESSORIES**

Students may wear one pair of earrings at a time, conservative and not distracting. No facial or exposed body pierces. No exposed tattoos. Only conservative neck or wrist chains are allowed for jewelry. Fingerless gloves, arm and leg warmers and multiple bracelets are not allowed. No hats are allowed in buildings and classrooms.

Tights and/or long stockings must be solid blue or white.

Backpacks, purses and bags should be conservative and non-distracting without inappropriate language or pictures.

Uniform items and accessories not specifically outlined as prohibited may be considered inappropriate or contrary to the purpose of the Uniform Policy by the school administration. All students and parents are expected to honor the Uniform Policy and the judgment of school administration about violations of this policy. Students may not opt out of the Uniform Policy and should not attend Entheos if they are not supportive of this dress code.

The Director of Entheos or designees may except certain requirements based on religion or extenuating circumstances on a case by case basis.

### **CONSEQUENCES FOR VIOLATION OF THE UNIFORM POLICY**

If a student is judged to be out of uniform the front office will attempt to loan clothing that will suffice for the school day. If clothing cannot be found that is acceptable, parents will be called to bring appropriate clothing.

Students are not allowed in class out of uniform so if clothing cannot be found and/or parents cannot be contacted, the student will sit on the couch in the entrance until the issue can be resolved.

Perpetual violation of the Uniform Policy will be handled on an individual basis. The nature and frequency of violations may result in expulsion from Entheos.

As in all school administrative decisions, the student and/or parents may appeal to the Board for a final decision.

## 7. fieldwork protocol

### **Behavior/Safety**

To help with supervision, teachers and volunteers will each be responsible for a specific, small/manageable group of students. Volunteers and staff are required to follow the fieldwork schedule of activities. Each student will stay with their assigned group and adult for the entire outing.

Adults must respect the privacy of students in situations such as changing clothes and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations. Examples include swimming, scuba diving, etc.

Students will understand that each adult volunteer who accompanies their class is an authority figure and has the right to make sure rules are being followed, and that students are being kept safe and acting respectfully.

Each teacher should establish a short list of rules and expectations that teach students how to act respectfully and responsibly wherever they visit, from visiting a museum, to hiking in the mountains (i.e., listening quietly while the group is being addressed, respecting property by not climbing on structures, leaving the outdoors as we found it, etc.). These guidelines should be reviewed with students EACH time they leave the school for an outing.

Staff is required to check for any medical conditions and/or medications before departing on a fieldwork excursion.

A first aid kit must accompany a teacher/volunteer on any fieldwork excursion.

In the event of an emergency, teachers or volunteers must call Entheos administration as soon as possible. If it is a life or death situation call 911 before calling the school. Do not call any parents from the emergency site. All parent calls must be made from an Entheos administrator or board member. Also, all media must be directed to the Director. Do not speak to any media regarding the incident.

## 8. camping and other overnight fieldwork excursions

Overnight fieldwork is subject to the same rules and protocols as other fieldwork, as well as additional protocols as outlined. If there is a conflict between the regular fieldwork protocol and overnight fieldwork protocol, the overnight protocol will take precedence.

Overnight trips must fall within the following guidelines:

### **Middle School Students**

Without special permission from the Entheos Board, overnight trips will adhere to the following guidelines:

- 7<sup>th</sup> Grade – one trip of 3-nights maximum per school year
- 8<sup>th</sup> Grade – two trips per school year, one of which is 3-nights, one of which is 4-nights
- 9<sup>th</sup> Grade – two trips per school year, each of which can be 4-nights

Each grade does not have to be obligated for this many nights away from home, however if they add to the investigation and/or expedition these are the allowable limits without Entheos Board approval.

### **Upper Elementary (4<sup>th</sup> – 6<sup>th</sup>) Students**

- Do not have overnight trips as a general rule. In unusual circumstances where there is a rare, clear, and compelling educational opportunity present and which cannot be had by other means, an overnight trip may be proposed during the year, by the teachers to the school director. Final approval from the board is required in such instances.
- 6<sup>th</sup> grade is automatically granted approval for one end of year excursion as rite of passage. This trip shall not exceed two nights away.

### **Lower Elementary (K – 3<sup>rd</sup>) Students**

- May have day trips only. Distance from the school should be reasonable.

### **Basic Safety during Campouts and Overnight Fieldwork**

9. The Boy Scout Safety Policy shall be rigorously adhered to on all camping trips.
10. Training shall be held for those going on camping trips, and there shall be strict enforcement of the rules.
11. A 6:1 student to adult ratio shall be observed on all camping trips. In hotel/motel lodging situations, there shall be two adults in each room. Each child will sleep in their own sleeping bag even when using hotel/motel accommodations.
12. Opposite gender camps shall be clearly separated from one another. Gender separation of camps at dusk.
13. Parents and students shall receive and provide signed consent to abide by the safety rules. Public school rules related to alcohol, tobacco, and drugs with regard to both adults and students apply in all aspects of the trip including while in transport and at all fieldwork locations. As part of this agreement parents accept the responsibility to transport their child home if a rule is broken.
14. At least two adults will accompany groups on every activity.
15. All night watch policy: At least two adults at a time will maintain security and safety watch during sleeping hours. Adults can rotate throughout the night.
16. Good Touch/Bad Touch training will be presented at least once a year prior to all campouts and overnight trips.

### **No Touch Policy during Campouts and Overnight Fieldwork**

Romantic touching of any kind will not be tolerated and is subject to disciplinary action, including being sent home.

### **Campout Costs**

4. The School must stay within the budget allocated for the experience.
5. Students will be given enough time to know costs, and will be required to make a reasonable effort to provide for needs through fund-raising, borrowing of equipment, etc.
6. The School will provide necessary funds and equipment if a student (and family) is not financially able to cover the costs.

### **Student Participation Requirements**

Overnight trips are intended to provide direct, rare, and compelling educational experiences. Consequently, the School hopes to have all students participate. However, in situations where parents prefer not to have their child participate in overnight trips, such participation is not required and students will not be penalized for failure to attend

*The school will provide the opportunity for students to complete assignments of an equivalent nature (to the extent possible) for those unable to attend the overnight experiences. Under circumstances of non-participation, the school is not responsible for any missed experiences that the students forgo for having elected not to attend.*

### **Parent Participation**

All parents/guardians are welcome on all campouts and overnight trips but are required to attend training prior to the trip to review rules and regulations. There shall be strict enforcement of rules on all camping and overnight trips.

## **9. consequences for violation of contract/discipline policy**

### **Safety of Self and Others**

Any student action or interaction that can be deemed as violating the safety of one's self or others can result in serious consequence. Examples of safety violations include:

- Verbally abusing others



- Intentionally hurting another person
- Not following directions outside or off school property
- Rough housing during school activities
- Threatening others physical or emotional safety

### **Respect for Property**

Building upon the need to have a safe and nurturing school, students must respect the property of the school and others at all times. Any student action or intention that can be deemed as damaging the property of the school or others can result in serious consequence. Examples of property violations include:

- Stealing
- Defacing school property or property of others
- Unauthorized use of equipment
- Inappropriate use of the internet

### **Suspension**

Student can be suspended from 1-10 days in length. If a child is suspended, the parent/guardian will be called and a letter may be sent home with the child stating the violation. Students who suspended will be required to return home for the duration of the day on which the violation is made.

Upon multiple suspensions, if the Director and staff deem appropriate, the student will be referred to the Student Study Team. The Student Study Team, made up of one direction, the student's teacher, the referring teacher (if applicable), and any outside consultants necessary (school psychologist, etc.) will meet to devise an intervention plan for the student. The Student Study Team reserves the right to defer the student to the Entheos Board of Directors for an expulsion hearing.

- Fighting
- Biting
- Forgery
- Causing, attempting to cause, or threatening to cause physical harm to another person
- Disrupting school activities
- Defying the valid authority of a teacher, administrator, or other adult at the school
- Stealing or attempting to steal school or private property
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual harassment
- Using hate language

### **Expulsion**

The following behaviors may result in an immediate expulsion:

- Causing serious injury to another person
- Possession of, use, sale of, or furnishing any firearm, knife, explosive, or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Robbery or extortion
- Offering, furnishing, or selling drug paraphernalia

- Criminal behavior
- Two or more suspension in one year

## 10. bullying

Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

## 11. counseling services

The school counselor is available throughout the school day to meet with students. The counselor has an "open door" policy to meet with students on an as needed basis.

## 12. vending machines

It is the policy of Entheos Academy that no vending machines shall be available to students.

It is the policy of Entheos Academy that there be no ongoing sales of food outside of that provided by the school lunch program.

This policy, however, shall not prohibit the occasional sale of food, such as candy at the book fair or occasional in-school student led fundraising events, as authorized by the Director.

## 13. non-school property

Personal property not related to the school's program are not to be brought to school. CD players, electronic games, cell phones, etc. will be confiscated and returned to the child at the end of the school day if they are brought to school.

## 14. school wide assessment

Entheos requires portfolios at student led conferences.

## 15. student computer acceptable use agreement

### **I. Board Policy**

The Board recognizes the need for a policy governing the use of electronic information resources by students as outlined in Utah State Code 53A-3-422. Responsibility is delegated to the District Administration for implementing the policy according to established guidelines.

### **II. Administration Policy**

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

Internet resources can be valuable for student's education. School Internet access is a privilege which may be authorized as well as withdrawn. Students are expected to be aware of and abide by the following:

**1. Student Personal Safety**

Personal contact information may not be entered on Internet sites open to public access. This includes student address, phone numbers and personal e-mail addresses.

**2. Internet Use**

Student may use school Internet access, including e-mail, only for teacher-directed educational activities. Students may use school Internet access only when authorized, and only when supervised. Email will only be used for in-school communication, and blocks will be instituted to safeguard from receipt of externally generated email.

Students who formally publish school related information on the Internet must have proper approval and abide by school publishing guidelines and procedures (as per Entheos School Web Site Policy).

**3. Prohibited Computer Uses Students are strictly prohibited to:**

- Access or create files or materials without authorization
- Access or create offensive, profane, or pornographic files
- Use Internet games, MUDs (multi-user domains), MMOs (Massively Multiplayer Online Games)
- IRCs, Instant Messaging, Web Mail, or web chats
- Plagiarize works or violate copyrights or trademarks
- Damage, alter, or modify hardware or software
- Attempt to bypass computer security

**4. Expectation of Privacy**

Students do not have an expectation of privacy in files, disks, documents, e-mails, etc., which have been used or created with school equipment.

**5. Disciplinary Actions**

Disciplinary actions will be taken to meet the specific concerns related to violations of this agreement (e.g. loss of access to computers, suspension, law enforcement involvement, etc.).

*For further information, please contact your student's teacher or school administration.*

Students Name (First)_____ (M.I.)_____ (Last)_____
Grade _____ Student # _____
 If I have the opportunity to use School computer equipment, I will do so subject to the provisions of the Student Computer Acceptable Use Agreement.
 Student Name: _____ Signature: _____ Date: _____

<b>Parents – Please read, check, and sign below:</b>
As a parent/guardian of the student named above, I understand from time to time our school may publish student name, student photographs, student work and information about student participation in classes,

activities, sports, projects, etc. on school websites open to public access.

\_\_\_\_ I hereby give permission for information about my student as described above to appear on school internet websites open to public access.

\_\_\_\_ I do not give permission for any information about my student to appear on school websites open to public access.

I give permission for my child to use the Internet subject to the provisions of the Agreement.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please print and return this page to your school.***

## 16. searches of student and student property

Given the school's custodial and tutelary responsibility for children, and the school's intent to preserve a safe environment for all students and staff, school officials recognize that they must have the authority to conduct reasonable searches of students and student property. School officials engaging in searches of students and property shall abide by the following guidelines:

### **Student Lockers**

Students have no right or expectation of privacy in school lockers. While lockers are under the joint control of students and the school, lockers are solely school property and may be searched at any time by school officials with or without cause. Once a locker is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings of this policy.

### **Searches of Students and Student Property**

Searches of a student's person or personal property (coats, hats, backpacks, book bags, purses, wallets, notebooks, gym bags, etc.) may be conducted whenever the student's conduct creates a reasonable suspicion that a particular school rule or law has been violated and that the search is reasonably related to the suspicion and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Circumstances warranting a search include those in which school officials has reasonable suspicion that the student or student property is concealing weapons, drugs, alcohol, tobacco, unsafe contraband, or lost/stolen/misplaced items.

### **Searches of Personal Belongings**

Personal belongings may be searched by school officials whenever school officials have reasonable suspicion to believe a student is concealing evidence of a policy violation or criminal activity and the items being searched are capable of concealing such evidence. The student may be asked to open personal belongings and to turn over personal property for search by a school official. All searches of student property by school officials shall be witnessed by an objective third party (such as another administrator, teacher, or police officer) to observe that the search is not excessively intrusive.

All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement officers if school officials have reason to believe the contraband is related to the commission of a criminal act.

### **Searches of Person**

School officials shall make sure the search meets the following guidelines:

- School officials may ask the student to remove his/her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband
- Under no circumstances may school officials require students to remove any other items of clothing or touch students in any way during the search.

- If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement officers shall be summoned immediately to conduct further search and investigation.

#### **Documentation of Searches**

School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:

1. The time, place and date of the search
2. The reasonable suspicion giving rise to the search (what did school officials suspect to find during the search)
3. The name and title of individuals conducting and observing the search
4. A statement about evidence that was found or not found as a result of the search
5. A statement about who took possession of contraband (i.e., police, school, etc.)
6. Information regarding the attempts of school officials to notify parents about the search.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the schools' responsibility to protect the health, safety and welfare of its students. It should be made clear to all that lockers are the property of the school. A student's locker and/or its contents may be searched by building administrators without prior permission in order to uphold the safety and security of pupils and personnel in accordance with Act 451, Section 380.1306.

It is strongly recommended that the student also be present for the search of his/her locker. Except in an emergency it is recommended that the building principal or his/her designee have another adult present during a locker search.

The building principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in the course of conducting a locker search. The building principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy or rules.



ENTHEOS PARENTS,  
GUARDIANS AND VOLUNTEERS

# 1. rights and responsibilities

## **Rights**

Parents and Guardians have a right to:

- Receive official reports of the student's academic progress and attendance.
- Request and be granted conferences with teachers, counselors and/or the director.
- Receive explanations from teachers about the student's assessments and disciplinary procedures.
- Read all school records pertaining to their student.

## **Responsibilities**

Parents and Guardians have a responsibility to follow the Entheos Policy and Procedure Manual including:

- Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.
- Provide supervision for the student's health, physical and emotional well-being, and assume responsibility for the student's timely regular attendance.
- Promptly provide the school with explanations for student absences or tardiness.
- Review and discuss with the student the Statewide Safe Schools Legislation.
- Encourage student compliance with school rules.
- Model courteous behavior on school grounds including during pick up and drop off.

# 2. parent crew organization (pco)

## **PCO Organization Chart**

1. Board
2. Director (or other designated staff member)
3. PCO Head
4. PCO Council (includes a Secretary plus two or three counselors, treasurer, corresponding secretary, etc.)
  - a. The PCO Council meets on a regular basis to ensure all other crews are running smoothly.
  - b. The Board recommends that a Kearns Representative is designated to attend the monthly Kearns Community Council.

## **Crew Coordinators**

Crew Coordinators will be responsible for collecting the hours from their crew members and turning them into the Volunteer Crew. They will organize crew meetings for their individual crews. They should hold crew meetings at least on a monthly basis. They should be counseled to hold their own meetings in the same fashion as the beginning of Town or Board meetings with a welcome, reading, etc. They should always have an agenda. They will make phone calls or set up a calling tree for their own crew. They will be the liaisons between the PCO board and their own crew.

## **Parent Crews**

"Every family attending the school shall have the opportunity to participate in Parent Crew (committee). Crews shall be organized to accomplish the mission of the school and shall be directed by a Crew Coordinator. Participation will be on a volunteer basis." (Page 57 of the Charter. Also see page 16 of the Charter under Goal #4a.)

Examples of crews: Discovery Crew, Fundraising Crew, Well-Being Crew, Volunteer Crew, Yearbook Crew, etc.

### Town Meetings

Town Meetings are be run by the PCO. They are one way let families know how to get involved and make a difference at Entheos. The following quotes are taken from the Charter to help describe the original vision of Town Meetings:

Town Meetings: "This will be a quarterly activity where parents or students can come discuss important topics with the board, meet in their committees or make presentations."

Crews (committees): "Upon enrollment, each family will be assigned to a crew (parent committee). These crews will be given authority to accomplish important functions related to the mission of the school. There may be a library crew, a technology crew, a fundraising crew, a playground crew, a fine arts crew, etc." (see Governance Section page 95 of the Charter.)

"There will be a number of parental committees, called crews, set up and given authority to accomplish the mission of the school. A Crew Coordinator will ensure that every parent is assigned a responsibility and is given the resources to complete it. We will also strive to have at least 2 parents as members of the Governing Board. All will participate in quarterly Town Meetings where parents will have the opportunity to address and influence the opinions of board members." (see page 10 of the Charter.)

Town meetings are to be held quarterly, one during Back to School Night and then one at the end of each trimester. There should always be an agenda. They will always have a welcome (someone chosen by PCO head), a reading, the mission of Entheos and the Pledge of Allegiance.

At every Town Meeting, there shall be a portion of the time dedicated to reported by each crew head about what their crew has done that past quarter. Also, after that reporting, parents are to break up into crews for individual crew meetings. Board members should visit crew meetings at this time and get feedback. This is the time when parents can give feedback or ask questions to some of the individual Board members in attendance at the Town Meeting. They should be advised that individual Board members cannot speak for the Board as a whole unless authorized to do so about a given subject.

There will be sign up sheets for new families to choose to serve on a crew. In keeping with our charter, the PCO Council should assign all families to a crew at some point during the year.

The Board recommends that the PCO recognize families who have donated form than 30 hours in a year.

## 3. check in/check out

If a child is checking out, a parent/guardian must sign the appropriate sheet in the office. School personnel must make personal contact with the parent/guardian before the child can leave. A child will not be released from school to anyone but the legal guardian or designated adult by the parent/guardian on the emergency form.

## 4. parking lot safety plan

There are two entrances into the school parking area and one exit. All vehicles must abide by the rules marked in the parking area. Loading passengers is not permitted in the thru lane. Pedestrians are required to use the marked crosswalks when crossing traffic areas.

Each Family will be assigned a zone location to pick up their student after school. Each zone is designated with a corresponding color: yellow, orange, green or blue. The students will wait at their designated zone until their ride arrives.

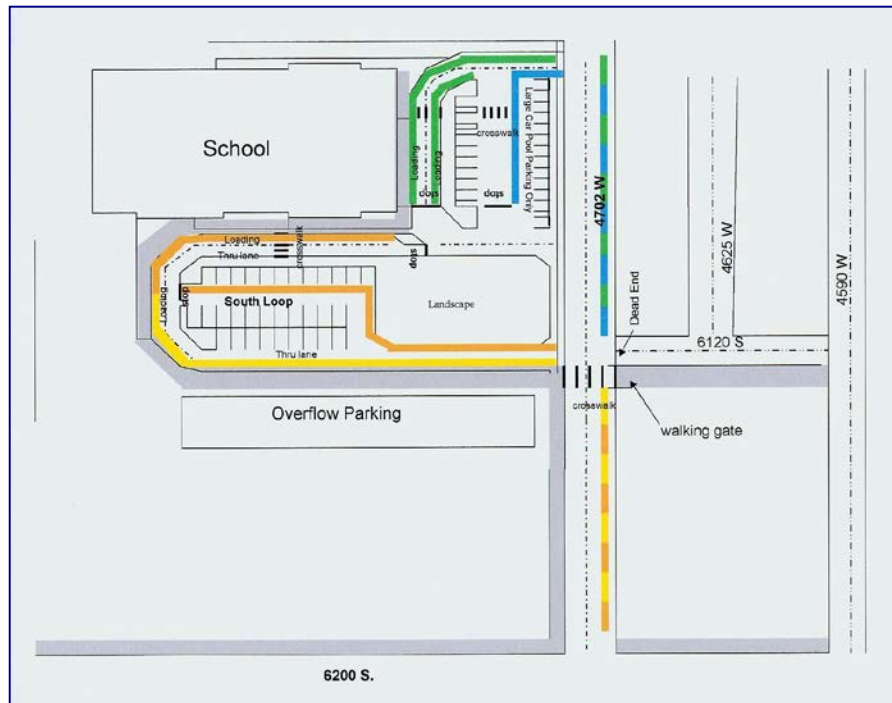
Morning drop off will be held at the South loop. The left lane has been designated as a loading and drop off area. The right lane will remain clear as a thru lane. Several school representatives will be at the drop off location to assist the students and speed up the process while maintaining a safe environment.



Mid day kindergarten pick up and drop off will be held at the South loop. Kindergarteners will remain in their designated area just outside the kindergarten doors until they are released to a family member. Kindergarten teachers will ensure students safety during this process.

After school pick up will be held at four separate locations. Kindergarten teachers will remain with students until they are picked up in the orange area.

Large carpools include vehicles that will be transporting more than 4 children. A large carpool area has been designated as the blue area. It includes the parking spaces available from the east loop which allow parents to park and load from both sides of the vehicle.



## 5. parental consent forms

### Special Activities and Field Work Outings

Certain school activities require that a parent or guardian sign a consent form in order for students to participate. Although the parent signs a general consent form with the student's initial contract, it is still a good idea to send forms home for special activities and field trips. Signed forms are also necessary for units that will be taught on sensitive topics. Most often, this will only apply to health classes. Teacher will need to ask for approval from the administration if they believe a unit or activity needs a consent form to be signed.

### School Computers

A school Computer Environment User Agreement must be signed by each student and at least one of his/her parents or guardians.

### Field Work

Field work is an integral part of Expeditionary Learning and will take place on a regular basis. The Chief Administrative Officer and Director must approve all field trips, and parents must sign consent forms to allow the students to participate.

## 6. volunteer service

"Volunteer" means any person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved by the supervising agency. Volunteer does not include any person participating in human subject's research to the extent that federal law or regulation does not govern the participation, nor does it include compensatory service workers.

School volunteers are an important part of the educational team and can make a significant difference in the lives of students. The Entheos volunteer program can provide a rich resource of community members who can assist faculty and staff in diverse responsibilities and expectations, and to provide for a volunteer recognition program to promote acknowledgment of volunteers who give their time, talents and knowledge to enhance the quality of education at Entheos.

Each Family with one or more children attending Entheos is required to volunteer at least 30 hours of approved service for Entheos each year. Parents will have numerous opportunities to fill their volunteer hours by participating in Parent Crews.

Each volunteer must clear a background check and wear an identification badge on school property and school trips.

### **Responsibilities and Expectations**

- Volunteers shall perform volunteer services under the supervision of an assigned school employee (Crew Leader) and shall have the approval of a school principal to perform such volunteer services.
- Volunteers are expected to follow the direction of their school Crew Leader to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- In the course of volunteering for Entheos, volunteers may be asked to deal with confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence.
- In accordance with school and State Board policy all volunteers who will be given significant unsupervised access to a student in connection with their volunteer assignment shall submit to a criminal background check as a condition of appointment.
- In accordance with school policy Religion and Education, volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.
- Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service.
- Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.
- Visitors must follow the Visitor/Volunteer Dress Code Policy or they may not be issued a visitor pass.

### **Immunity from Liability and Workers' Compensation**

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

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

A volunteer must fill out the "Approved Volunteer" form and have it on file with the school to receive the medical and liability coverage.

## 7. visitor/volunteer and school security

All visitors must sign in at the main office where they will be given an entrance pass that must be present with them, and properly displayed during their stay at Entheos. Unidentified visitors or intruders will be asked to leave the school property immediately. If the intruder refuses to leave school property the school resource officer or a local police officer will be notified and a trespassing citation will be issued. If students wish to bring a visitor to class, they must first obtain a visitor's pass from the office. Visitors must have a sponsor and conform to all school regulations. The school may refuse to permit visitors at any time when such visits are inappropriate or when circumstances warrant such action. Visitors from other schools will not be allowed to be on campus unless arrangements have been made beforehand by the administrations of both high schools.

## 8. volunteers and student safety

Any volunteer who will be spending unsupervised (meaning not supervised by an Entheos teacher or administrator) time with students will be required to undergo an extended background check. Volunteer's background check will be kept on file, and information will be kept in a locked location. In certain circumstances, we may require fingerprints.

Any time students will be leaving campus for a school sponsored activity (including walking trips) the activity will be supervised completely by volunteers; parents will be made aware of this information.

## 9. visitor/volunteer uniform policy

The volunteers at Entheos, as role models to our students, must meet the same student requirements in regards to modesty and attire. Volunteers are not required to wear the school uniform yet they are asked to meet the same expectations for students regarding modesty. This request includes all events and adventures.

In the normal course of guest lecturers and performers we may have individuals that do not meet the exact standards and, at the discretion of the Director and/or Board, they may be allowed to present or perform. If a volunteer to Entheos fails to meet these expectations they may be asked to stop their volunteer work.

## 10. fieldwork protocol

Students may leave campus for field work outings and other activities as outlined in the Universal Fieldwork form. A note will be sent home to parents/guardians describing the date, time, location and purpose of the fieldwork excursion no later than one week prior to the excursion.

Students who do not have a signed Universal Fieldwork form will require parental consent each time they leave campus for a school-sponsored activity.

### Transportation

- When students leave campus for any school sponsored activity not within walking distance, the ideal mode of transportation is via school bus.
- Adult supervision is required throughout the bus. Teachers and volunteers will disperse themselves amongst the students. Students must stay seated on the bus and follow the same school rules and guidelines that are expected of them in school. If a school rule is broken during a fieldwork excursion, disciplinary action will be taken.
- When acquiring bus services is not possible, Entheos volunteers may transport students in their own vehicles.
- Any volunteer transporting students will be required to submit a copy of his/her driver's license, as well as a copy of their proof of insurance. This information will be kept on file in a locked location.

- Drivers will submit a background check form with a copy of their current driver's license and valid insurance information to the Entheos front office. Background checks need to be submitted every two years.
- All drivers and the front office will have a copy of the transportation organization chart (drivers and assigned students) along with cell phone numbers of each driver. If changes are made (student absent, cell phone number change, etc.), drivers should make a new copy and submit to the Entheos front office before departure.
- During transport, a "wagon train" is a must. This means that cars will follow each other from the point of departure to arrival. If one vehicle pulls over, all vehicles will pull over until everyone is ready to go again.
- The minimum requirement during transport is one adult and two or more students—never one-on-one. One-on-one ratio between adults and students is not permitted.
- All students will ride in the back seat leaving the front seat open. Exceptions only include allowing your own child to ride in the front seat.
- Before every departure, whether from school, fieldwork site, or en route, the teacher or volunteer will take role, **as student is boarding the vehicle**, in order to ensure each student is safely boarded.
- Entheos Expeditionary Learning is not responsible for accusations in personal vehicles. For your protection, please follow guidelines as outlined above.

### **Behavior/Safety**

To help with supervision, teachers and volunteers will each be responsible for a specific, small/manageable group of students. Volunteers and staff are required to follow the fieldwork schedule of activities. Each student will stay with their assigned group and adult for the entire outing.

Adults must respect the privacy of students in situations such as changing clothes and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations. Examples include swimming, scuba diving, etc.

Students will understand that each adult volunteer who accompanies their class is an authority figure and has the right to make sure rules are being followed, and that students are being kept safe and acting respectfully.

Each teacher should establish a short list of rules and expectations that teach students how to act respectfully and responsibly wherever they visit, from visiting a museum, to hiking in the mountains (i.e., listening quietly while the group is being addressed, respecting property by not climbing on structures, leaving the outdoors as we found it, etc.). These guidelines should be reviewed with students EACH time they leave the school for an outing.

Staff is required to check for any medical conditions and/or medications before departing on a fieldwork excursion.

A first aid kit must accompany a teacher/volunteer on any fieldwork excursion.

In the event of an emergency, teachers or volunteers must call Entheos administration as soon as possible. If it is a life or death situation call 911 before calling the school. Do not call any parents from the emergency site. All parent calls must be made from an Entheos administrator or board member. Also, all media must be directed to the Director. Do not speak to any media regarding the incident.

## 11. camping and other overnight fieldwork excursions

Overnight fieldwork is subject to the same rules and protocols as other fieldwork, as well as additional protocols as outlined. If there is a conflict between the regular fieldwork protocol and overnight fieldwork protocol, the overnight protocol will take precedence.

Overnight trips must fall within the following guidelines:

### **Middle School Students**

Without special permission from the Entheos Board, overnight trips will adhere to the following guidelines:

- 7<sup>th</sup> Grade – one trip of 3-nights maximum per school year
- 8<sup>th</sup> Grade – two trips per school year, one of which is 3-nights, one of which is 4-nights
- 9<sup>th</sup> Grade – two trips per school year, each of which can be 4-nights

Each grade does not have to be obligated for this many nights away from home, however if they add to the investigation and/or expedition these are the allowable limits without Entheos Board approval.

#### **Upper Elementary (4<sup>th</sup> – 6<sup>th</sup>) Students**

- Do not have overnight trips as a general rule. In unusual circumstances where there is a rare, clear, and compelling educational opportunity present and which cannot be had by other means, an overnight trip may be proposed during the year, by the teachers to the school director. Final approval from the board is required in such instances.
- 6<sup>th</sup> grade is automatically granted approval for one end of year excursion as rite of passage. This trip shall not exceed two nights away.

#### **Lower Elementary (K – 3<sup>rd</sup>) Students**

- May have day trips only. Distance from the school should be reasonable.

#### **Basic Safety during Campouts and Overnight Fieldwork**

17. The Boy Scout Safety Policy shall be rigorously adhered to on all camping trips.
18. Training shall be held for those going on camping trips, and there shall be strict enforcement of the rules.
19. A 6:1 student to adult ratio shall be observed on all camping trips. In hotel/motel lodging situations, there shall be two adults in each room. Each child will sleep in their own sleeping bag even when using hotel/motel accommodations.
20. Opposite gender camps shall be clearly separated from one another. Gender separation of camps at dusk.
21. Parents and students shall receive and provide signed consent to abide by the safety rules. Public school rules related to alcohol, tobacco, and drugs with regard to both adults and students apply in all aspects of the trip including while in transport and at all fieldwork locations. As part of this agreement parents accept the responsibility to transport their child home if a rule is broken.
22. At least two adults will accompany groups on every activity.
23. All night watch policy: At least two adults at a time will maintain security and safety watch during sleeping hours. Adults can rotate throughout the night.
24. Good Touch/Bad Touch training will be presented at least once a year prior to all campouts and overnight trips.

#### **No Touch Policy during Campouts and Overnight Fieldwork**

Romantic touching of any kind will not be tolerated and is subject to disciplinary action, including being sent home.

#### **Campout Costs**

7. The School must stay within the budget allocated for the experience.
8. Students will be given enough time to know costs, and will be required to make a reasonable effort to provide for needs through fund-raising, borrowing of equipment, etc.
9. The School will provide necessary funds and equipment if a student (and family) is not financially able to cover the costs.

#### **Student Participation Requirements**

Overnight trips are intended to provide direct, rare, and compelling educational experiences. Consequently, the School hopes to have all students participate. However, in situations where parents prefer not to have their child participate in overnight trips, such participation is not required and students will not be penalized for failure to attend

*The school will provide the opportunity for students to complete assignments of an equivalent nature (to the extent possible) for those unable to attend the overnight experiences. Under circumstances of non-participation, the school is not responsible for any missed experiences that the students forgo for having elected not to attend.*

### **Parent Participation**

All parents/guardians are welcome on all campouts and overnight trips but are required to attend training prior to the trip to review rules and regulations. There shall be strict enforcement of rules on all camping and overnight trips.

## 12. discipline

Least Restrictive Interventions – Restraint

Entheos employees or volunteers may not inflict physical pain upon the body of a minor child as a discipline measure. This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to:

5. Obtain possession of a weapon, other dangerous objects, or controlled substance in the possession or under the control of a child
6. Protect the child or another person from physical injury
7. Remove from a situation a child who is violent or disruptive
8. Protect property from being damaged.

In the event that a student's behavior requires emergency interventions to prohibit danger to him/her, others, property, or the threatened abuse to the aforementioned, emergency procedures may be implemented. Emergency procedures include the use of redirection, time-out, physical restraint, suspension, etc.

In the event that emergency procedures are utilized, staff will document all incidents of emergency behavior control with a justification. A parent or guardian will be contacted. If student's behavior continues to escalate in terms of severity, additional assistance will be sought through outside agencies (i.e., Salt Lake County Police, Salt Lake City Mental Health).

## 13. special education students

**Note: Special Education Rules and Regulations appear as an attachment in the School Wide section of this manual.**

Entheos Academy will serve students eligible for special education using an inclusion model to the extent possible. The instructional staff will consist of certified special education teachers and special education teaching assistants. Psychology, Speech and Language, Physical Therapy, Occupational Therapy and Behavior Specialist services will be provided on a contractual basis.

All students will have an appropriately developed Individual Education Plan designed for maximum services in the regular class. Entheos special education is committed to using research based best practices.

### Identification of Special Education Students

All new students enrolled at Entheos have their school records reviewed to look for any special education or special programs the student may have received at another school

The special education records of all students who have received special education services will be requested by Entheos. If Entheos cannot implement the current IEP as received from another school then immediately a child study team will meet to develop a new IEP.

Any student that has problems with academics or behavior will come to the attention of the Professional Learning Community (PLC) for the appropriate grade level. This team may recommend modifications, accommodations and alternative strategies to help the student be successful in the classroom. Parents will be notified within ten school days if the PLC is going to make any of these changes to a student's education.

When the accommodations made by the Professional Learning Community are not successful over a period of time school personnel may have concerns that this student may benefit from special education services. These services are only available when a student is diagnosed and found eligible for special education. The PLC may feel that a referral for special education testing is in order. Parents must give informed consent about why the testing is being done and what tests will be used. This consent must be in writing. When a parent agrees to this diagnosis then the school will have it completed within 45 days of school.

Once a student is found eligible based on the Child Study Team's determination using all of the data available, an Individual Education Plan will be developed for the child. Now all of the rules and regulations governing special education apply to this student. (See Special Education Policy and Procedures Manual in the School Wide section of this manual.)

## 14. complaint & grievance procedure

Entheos Academy welcomes suggestions, comments and/or complaints from parents or other stakeholders of the school as a means to improve policy and procedures. We encourage all such communication to include not only grievances, but also alternative solutions. The following procedures shall be used to effectively address any concerns:

1. All concerns should be made known to the Director first. This may be done by appointment in person or in writing. The Director will be able to address most concerns. The Director may defer to the Board if changes are required in policy.
2. If the concern remains unresolved, the parent may contact the Board Chair either in writing or in person. The issue may then be put on the agenda of the next board meeting at the discretion of the board. All legal issues will go directly to the Board.
3. The Board will take action on the item and report back to the concerned party. Entheos will make every effort to resolves concerns as quickly as possible.

Parents of students served under Section 504 or IDEA will work closely with the special education teacher to ensure that services provided are in accordance with state and federal law, as well as any active IEP's. If parents choose to file a formal complaint in writing, the Director and/or Governing Board will conduct an internal investigation according to the procedures outlined in the Utah State Board of Education's Special Education Rules section IV.G. Within 30 days, a written statement of decision in regarding the complaint will be sent to the concerned party and a copy sent to the State Director of Special Education. The statement will include the procedures for appealing the decision to the USOE.

A decorative graphic consisting of five stylized leaves or petals arranged in a slight arc above the text.

ENTHEOS SCHOOL WIDE



# 1. entheos academy bylaws

Adopted March 1, 2005

Amended May 5, 2006

## Table of Contents

<u>ARTICLE I</u>	<u>Offices</u>
Section 1.1	Business Offices
Section 1.2	Registered Office
<u>ARTICLE II</u>	<u>Members</u>
Section 2.1	Classification & Election of Members
<u>ARTICLE III</u>	<u>Board of Trustees</u>
Section 3.1	General Powers
Section 3.2	Number, Election, Tenure and Qualifications, Voting Members
Section 3.3	Number, Election, Tenure and Qualifications, Non-voting Members
Section 3.3A	Vacancies
Section 3.4	Regular Meetings
Section 3.5	Special Meetings
Section 3.6	Notice
Section 3.7	Quorum and Voting
Section 3.8	Manner of Acting
Section 3.9	Meetings by Telephone
Section 3.10	Action Without a Meeting
Section 3.11	Presumption of Assent
Section 3.12	Compensation
Section 3.13	Executive and Other Committees
<u>ARTICLE IV</u>	<u>Officers and Agents</u>
Section 4.1	Number and Qualifications
Section 4.2	Election and Term of Office
Section 4.3	Removal
Section 4.4	Vacancies
Section 4.5	Authority and Duties of Officers
Section 4.6	Surety Bonds
<u>ARTICLE V</u>	<u>Indemnification</u>
Section 5.1	Indemnification of Trustees, Officers, Etc.
Section 5.2	Indemnification Against Liability to Corporation
Section 5.3	Indemnification to Criminal Actions

Section 5.4	Other Indemnification
Section 5.5	period of Indemnification
Section 5.6	Insurance
Section 5.7	Right to Impose Conditions to Indemnification
Section 5.8	Limitation on Indemnification

ARTICLE VI Miscellaneous

Section 6.1	Account Books, Minutes, Etc.
Section 6.2	Fiscal Year
Section 6.3	Conveyances and Encumbrances
Section 6.4	Designated Contributions
Section 6.5	Conflicts of Interest and Discrimination
Section 6.6	Loans to Trustees and Officers Prohibited
Section 6.7	References to Internal Revenue Code
Section 6.8	Amendments
Section 6.9	Severability

ARTICLE I

**OFFICES**

**Section 1.1 Business Offices.** The principal office of the corporation shall be located in the city of Ogden and the county of Weber. The corporation may have such other offices either within or outside Utah, as the board of trustees may designate or as the affairs of the corporation may require from time to time.

**Section 1.2 Registered Office.** If a registered office of the corporation is required to be maintained in Utah, it may be, but need not be, the same as the principal office, if in Utah, and the address of the registered office may be changed from time to time by the board of trustees.

ARTICLE II

**MEMBERSHIP**

**Section 2.1 Classification & Election of Members.** The corporation shall have no members.

ARTICLE III

**BOARD OF TRUSTEES**

**Section 3.1 General Powers.** The business and affairs of Entheos Academy shall be managed by its Board of Trustees, except as otherwise provided in the Utah Nonprofit Corporation and Co-operative Association Act, the articles of incorporation or these bylaws.

**Section 3.2 Number, Election, Tenure and Qualifications for Voting Board Members** The number of trustees of the Corporation shall be fixed by the Board of Trustees, but in no event shall be less than 3 and no more than 9, with an expectation of 7 as the desired usual. Any action of the board of trustees to increase or decrease the number of trustees, whether expressly by resolution or by implication through the election of additional trustees, shall constitute an amendment of these bylaws effecting such increase or decrease.

Trustees shall be elected or reelected by a majority of the existing board of trustees at each June annual meeting.

The initial developmental board members (Those who come aboard in the first year of development) may stay on the board indefinitely as long as they desire in order to maintain the original vision of Entheos Academy Expeditionary Learning.

New board members shall not serve on the board for more than 2 three-year terms. After which, they may be re-elected to the board only after at least a one year sabbatical.

At least two of the Voting Board Members must be a parent of a child currently attending the school.

Any trustee who does not attend 75% of board meetings and/or complete assignments regularly to the satisfaction of the board, having been given due notice, shall be subject to removal if remaining board deems.

Each Voting Board Member shall be required to attend a national conference sponsored by Expeditionary Learning within his or her 1<sup>st</sup> two years of tenure.

**Section 3.3 Number, Election, Tenure and Qualifications of Advisory Board Members (Non-Voting Board Members)**

The number of Advisory Board Members shall not be more than 7. Advisory Board members shall be elected or re-elected by a majority of the voting Board Members at each annual June meeting or as otherwise determined by the Board. Advisory Board members shall serve an indefinite term and shall make an effort to attend as many board meetings as they are able. Advisory Board members may be removed at any time by a majority of Voting Board Members.

The Principal (Director) of Entheos will be on the Advisory Board and will attend all Board Meetings.

**Section 3.3A Vacancies** Any trustee may resign at any time by giving written notice, either paper or electronic, to the chair of Entheos Academy. Such resignation shall take effect at the time specified therein, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The Board shall announce the number of trustees that shall be filled by the affirmative vote of a majority of the trustees then in office. The Board shall announce the vacancy through a public notice and may consider nominations for a replacement from the Board, parents, teachers, students or the community. Any vacancy occurring in the Board of trustees may be filled by the affirmative vote of a majority of the remaining trustees though not less than a quorum. Any trusteeship to be filled by reason of an increase in the number of trustees shall be filled by the affirmative vote of a majority of the trustees then in office. Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present.

**Section 3.4 Regular Meetings and Attendance** Regular meetings of the board of trustees shall be held at least 10 times each year. Notice to the board for such meetings shall be given at least one week in advance. An annual meeting shall be held each year in June. Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present. All closed sessions of the Board will be recorded.

**Section 3.5 Special Meeting** Special meetings of the board of trustees may be called by or at the request of the chair or any two trustees. The person or persons authorized to call special meetings of the board of trustees will provide proper notice and may fix any place, date and time for holding any special meeting of the board called by them.

**Section 3.6 Notice** Notice of each meeting of the board of trustees stating the place, day and hour of the meeting shall be given to each trustee at his business or home address at least five days prior thereto by mailing of written notice by first class, certified or registered mail or at least two days prior thereto by personal delivery of written notice or by telephone notice or by email (the method of notice need not be the same to each trustee). If mailed, such notice shall be deemed to be given when deposited in the US mail, with postage thereon prepaid. If emailed, such notice shall be deemed to be given when the email is sent. Any trustee may waive notice of any meeting before, at or after such meeting. The attendance of a trustee at a meeting shall constitute a waiver of notice of such meeting, except where a trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. Neither the business to be transacted at, nor the purpose of,

any meeting of the board of trustees need be specified in the notice or waiver of notice of such meeting unless otherwise required by statute.

**Section 3.7 Quorum and Voting.** A majority of the number of trustees fixed by section 2 of this Article III shall constitute a quorum, but if less than such majority is present at a meeting, a majority of the trustees present may adjourn the meeting from time to time without further notice than an announcement at the meeting, until a quorum shall be present. No trustee may vote or act by proxy at any meeting of trustees.

**Section 3.8 Manner of Acting.** The act of the majority of the trustees present at a meeting at which a quorum is present shall be the act of the board of trustees.

**Section 3.9 Meetings by Telephone.** Members of the board of trustees or any other committee thereof may participate in a meeting of the board or committee by means of conference telephone or similar communications equipment. Such participation shall constitute presence in person at the meeting.

**Section 3.10 Action Without a Meeting.** All official actions of the board must be done in a public meeting in accordance with Utah State law.

**Section 3.11 Presumption of Assent.** A trustee of Entheos Academy who is present at a meeting of the board of trustees at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his dissent is entered in the minutes of the meeting, or unless he files his written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a trustee who voted in favor of such action.

**Section 3.12 Compensation.** Trustees shall not receive compensation for their service on the board, although the reasonable expenses relating to the furtherance of the corporation's mission may be paid or reasonable compensation paid for services rendered in the furtherance of the corporation's mission outside of service on the Board of Trustees.

**Section 3.13 Executive and Other Committees.** By one or more resolutions, the board of trustees may designate from among its members an executive committee and one or more other committees.

#### ARTICLE IV

#### OFFICERS AND AGENTS

**Section 4.1 Number and Qualifications.** The Officers of Entheos Academy shall be a chair, a vice-chair, secretary and a treasurer. The Board of trustees may also elect or appoint such other officers, assistant officers and agents, including an executive director, one or more vice-chairs, a controller, assistant secretaries and assistant treasurers, as it may consider necessary. One person may hold more than one office at a time, except that no person may simultaneously hold the offices of chair and secretary. Officers need not be trustees of the corporation. All officers must be at least eighteen years old.

**Section 4.2 Election and Term of Office.** Officers of Entheos Academy shall be elected by the board of trustees at the regular annual meeting of the board of trustees. If the election of officers shall not be held at such meeting, such election shall be held as soon as convenient thereafter. Officers shall hold office for 2 -year terms with the opportunity to be elected again to the same position.

**Section 4.3 Removal.** Any officer or agent may be removed by a majority vote of the board of trustees whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not in itself create contract rights.

**Section 4.4 Vacancies.** Any officer may resign at any time, subject to any rights or obligation under any existing contracts between the officer and the corporation, by giving written notice to the chair or the board of trustees. An officer's resignation shall take effect at the time specified in such notice, and unless otherwise specified therein, the

acceptance of such resignation shall not be necessary to make it effective. A vacancy in any office, however occurring, may be filled by the board of trustees for the un-expired portion of the term.

**Section 4.5 Authority and Duties of Officers.** The officers of the corporation shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the chair, the board of trustees or these bylaws, except that in any event each officer shall exercise such powers and perform such duties as may be required by law.

- (a) Chair. The chair shall, subject to the direction and supervision of the board of trustees: (1) preside at all meetings of the board of trustees; (2) see that all orders and resolutions of the board of trustees are carried into effect; and (3) perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.
- (b) Vice-Chair. The vice-chair shall assist the chair and shall perform such duties as may be assigned by the chair or by the board of trustees. The vice-chair shall, at the request of the chair, or in his absence or inability to act, perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.
- (c) Secretary. The secretary shall: (1) keep the minutes of the proceedings of the board of trustees and any committees of the board; (2) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (3) be custodian of the corporate records and of the seal of the corporation; and (4) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chair or by the board of trustees. Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary.
- (d) Treasurer. The treasurer shall: (1) be the principal financial officer of the corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Trustees; (2) receive and give receipts and acquaintance for moneys paid on account of the corporation, and pay out of the funds on hand all bills, payrolls and other just debts of Entheos Academy of whatever nature upon maturity; (3) unless there is a controller, be the principle accounting officer of the corporation and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local , state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the chair and the board of trustees statements of accounts showing the financial position of Entheos Academy and the results of its operations; (4) upon request of the board, make such reports to it as may be required at any time; and (5) perform all other duties incident to the office of treasurer and other such duties as from time to time may be assigned to him/her by the chair of the board of trustees. Assistant treasures, if any, shall have the same powers and duties, subject to supervision by the treasurer.

**Section 4.6 Surety Bonds.** The board of trustees may require any officer or agent of the corporation to execute to the corporation a bond in such sums and with such sureties as shall be satisfactory to the board, conditioned upon the faithful performance of his/her duties and for the restoration of Entheos Academy of all books, papers, vouchers, money and other property of whatever kind in his possession or under his control belonging to the Entheos Academy.

## ARTICLE V

### INDEMNIFICATION

**Section 5.1 Indemnification of Trustees, Officers, etc.** The corporation hereby declares that any person who serves at its request as a trustee, officer, employee, chairperson or member of any committee, or on behalf of the Entheos Academy as a trustee, director or officer of another corporation, whether for profit, shall be deemed the corporation's agent for the purposes of this Article and shall be indemnified by Entheos Academy against expenses (including attorney's fees), judgments, fines, excise taxes, and amounts paid in settlement actually and reasonably incurred by such person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of such believed

to be in the best interests of the Entheos Academy and, with respect to any criminal action or proceeding, had no reason of such service, provided such person acted in good faith and in a manner she/he reasonably believed to be in the best interests of Entheos Academy and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. Except as provided in Section 5.3, termination of any such action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of no contender or its equivalent, shall not of itself create either a presumption that such person did not act in good faith and in manner which he reasonably believed to be in the best interests of the corporation. With respect to any criminal action or proceeding, a presumption that such person had reasonable cause to believe that his conduct was unlawful.

**Section 5.2 Indemnification Against Liability to the Corporation.** No indemnification shall be made in respect of any claim, issue matter as to which a person covered by Section 5.1 shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the corporation unless and only to the extent that the court in which such action, suit or proceeding 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 indemnification for such expenses which such court shall deem proper.

**Section 5.3 Indemnification in Criminal Actions.** No indemnification shall be made in respect of any criminal action or proceeding as to which a person covered by Section 5.1 shall have been adjudged to be guilty unless and only to the extent that the court in which such action or proceeding was brought shall determine upon application, that despite the adjudication of guilt but in view of all the circumstances of the case, such person is entitled to indemnification for such expenses or fines which such court shall deem proper.

**Section 5.4 Other Indemnification.** The indemnification provided by this Article shall not be deemed exclusive of any other rights to which any person may be entitled under the articles of incorporation, any agreement, any other provision of these bylaws, vote of the disinterested trustees or otherwise, and any procedure for by any of the foregoing, both as to action in his official capacity and as to action in another capacity while holding such office.

**Section 5.5 Period of Indemnification.** Any indemnification pursuant to this Article shall (a) be applicable to acts or omissions which occurred prior to the adoption of this Article, and (b) continue as to any indemnified party who has ceased to be a trustee, officer employee or agent of the corporation and shall inure to the benefit of the heirs and personal representatives of such indemnified party. The repeal or amendment of all or any portion of these bylaws which would have the effect of limiting, qualifying or restricting any of the powers or rights of indemnification provided or permitted in this Article shall not, solely by reason of such repeal or amendment, eliminate, restrict or otherwise affect the right or power of the corporation to indemnify any person or affect any right of indemnification so such person, with respect to any acts or omissions which occurred prior to such repeal or amendment.

**Section 5.6 Insurance.** By action of the Board of Trustees, notwithstanding any interest of the trustees in such action, Entheos Academy may, subject to Section 5.8, purchase and maintain insurance, in such amounts as the board may deem appropriate, on behalf of any person indemnified hereunder against any liability asserted against him/her and incurred by him/her in the capacity of or arising out of his/her status as a agent of the corporation, whether or not the corporation would have the power to indemnify him/her against such liability under applicable provisions of law. The corporation may also purchase and maintain insurance, in such amounts as the board may deem appropriate, to insure Entheos Academy against any liability, including without limitation, any liability for the indemnification provided in this Article.

**Section 5.7 Right To Impose Conditions to Indemnification.** The corporation shall have the right to impose, as conditions to any indemnification provided or permitted in this Article, such reasonable requirements and conditions as the board or trustees may deem appropriate in each specific case, including by not limited to any one or more of the following: (a) that any counsel representing the person to be indemnified in connection with the defense or settlement of any action shall be counsel that is mutually agreeable to the person to be indemnified and to the corporation; (b) that Entheos Academy shall have the right, at its option, to assume and control the defense or settlement of any claim or proceeding made, initiated or threatened against the person to be indemnified; and (c) that Entheos Academy shall be surrogated, to the extent of any payments made by way of indemnification, to all of the indemnified person's right of

recovery, and that the person to be indemnified shall execute all writings and do everything necessary to assure such rights of subordination to Entheos Academy.

**Section 5.8 Limitation of Indemnification.** Notwithstanding any other provision of these bylaws, Entheos Academy shall neither indemnify any person nor purchase any insurance in any manner or to any extent that would jeopardize or be inconsistent with qualification of the corporation as an organization described in section 501(c)(3) of the Internal Revenue Code or would result in liability under section 4941 of the Internal Revenue Code.

## ARTICLE VI

### Miscellaneous

**Section 6.1 Account Books, Minutes, Etc.** The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board of trustees and business meetings of officers. All books and records of the corporation may be inspected by any trustee or his accredited agent or attorney, for any proper purpose at any reasonable time.

**Section 6.2 Fiscal Year.** The fiscal year of the corporation shall be July 1 to June 30.

**Section 6.3 Conveyances and Encumbrances.** Property of the corporation may be assigned, conveyed or encumbered by such officers of the corporation as may be authorized to do so by the board of trustees, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the corporation shall be authorized only in the manner prescribed by applicable statute.

**Section 6.4 Designated Contribution.** The corporation may accept any designated contribution, grant, and bequest or devise consistent with its general tax-exempt purposes, as set forth in the articles of incorporation. As so limited, donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, the corporation shall reserve all rights, title and interest in and to and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose or use. Further, the corporation shall retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used to carry out the corporation's tax-exempt purpose.

**Section 6.5 Conflicts of Interest.** If any person who is a trustee or officer of the corporation is aware that the corporation is about to enter into any business transaction directly or indirectly with himself, any member of his family, or any entity in which he has any legal, equitable or fiduciary interest or position, including without limitation as a trustee, officer, shareholder, partner, beneficiary or trustee, such person shall (a) immediately inform those charged with approving the transaction on behalf of the corporation of his interest or position, (b) aid the persons charged with making the decision by disclosing any material facts within his knowledge that bear on the advisability of such transaction from the standpoint of the corporation, and (c) not be entitled to vote on the decision to enter into such transaction.

**Section 6.5A Discrimination.** Entheos Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

**Section 6.6 Loans to Trustees and Officers.** No loans shall be made by the corporation to any of its trustees or officers. Any trustee or officer who assents to or participates in the making of such loan shall be liable to the corporation for the amount of such loan until it is paid.

**Section 6.7 References to Internal Revenue Code.** All references in these bylaws to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1954, as amended and shall include the corresponding provisions of any subsequent federal tax laws.

**Section 6.8 Amendments.** The power to alter, amend or repeal these bylaws and adopt new bylaws shall be vested in the board of trustees.

**Section 6.9 Severability.** The invalidity of any provisions of these bylaws shall not affect the other provisions hereof, and in such event these bylaws shall be construed in all respects as such invalid provisions were omitted.

## 2. open and public meetings act

Open and Public Meetings Act – May 2006

### 52-4-101 Title.

This chapter is known as the "Open and Public Meetings Act."

### 52-4-102. Declaration of public policy.

(1) The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business.

(2) It is the intent of the Legislature that the state, its agencies, and its political subdivisions:

- (a) take their actions openly; and
- (b) conduct their deliberations openly.

### 52-4-103 Definitions.

As used in this chapter:

(1) "Anchor location" means the physical location from which:

- (a) an electronic meeting originates; or
- (b) the participants are connected.

(2) "Convening" means the calling of a meeting of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power.

(3) "Electronic meeting" means a public meeting convened or conducted by means of a conference using electronic communications.

(4) (a) "Meeting" means the convening of a public body, with a quorum present, including a workshop or an executive session whether the meeting is held in person or by means of electronic communications, for the purpose of discussing or acting upon a matter over which the public body has jurisdiction or advisory power.

(b) "Meeting" does not mean:

- (i) a chance meeting;
- (ii) a social meeting; or
- (iii) the convening of a public body that has both legislative and executive responsibilities where no public funds are appropriated for expenditure during the time the public body is convened and:

(A) the public body is convened solely for the discussion or implementation of administrative or operational matters for which no formal action by the public body is required; or

(B) the public body is convened solely for the discussion or implementation of administrative or operational matters that would not come before the public body for discussion or action.

(5) "Monitor" means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.

(6) "Participate" means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.



(7) (a) "Public body" means any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

- (i) is created by statute, rule, ordinance, or resolution;
- (ii) consists of two or more persons;
- (iii) expends, disburses, or is supported in whole or in part by tax revenue; and
- (iv) is vested with the authority to make decisions regarding the public's business.

(b) "Public body" does not include a:

- (i) political party, political group, or political caucus; or
- (ii) conference committee, rules committee, or sifting committee of the Legislature.

(8) "Public hearing" means a portion of a meeting in which comments from the public will be accepted.

(9) "Public statement" means a statement made in the ordinary course of business of the public body with the intent that all other members of the public body receive it.

(10) (a) "Quorum" means a simple majority of the membership of a public body, unless otherwise defined by applicable law.

(b) "Quorum" does not include a meeting of two elected officials by themselves en no action, either formal or informal, is taken on a subject over which these elected officials have advisory power.

(11) "Recording" means an audio, or an audio and video record of the proceedings of a meeting that can be used to review the proceedings of the meeting.

#### **52-4-104 Training.**

The presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.

#### **52-4-201 Meetings open to the public -- Exceptions.**

(1) A meeting is open to the public unless closed under Sections 52-4-204, 52-4-205, and 52-4-206.

(2) (a) A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with this chapter.

(b) A workshop or an executive session of a public body in which a quorum is present that is held on the same day as a regularly scheduled public meeting of the public body may only be held at the location where the public body is holding the regularly scheduled public meeting unless:

(i) the workshop or executive session is held at the location where the public body holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location;

(ii) any of the meetings held on the same day is a site visit or a traveling tour and, in accordance with this chapter, public notice is given;

(iii) the workshop or executive session is an electronic meeting conducted according to the requirements of Section 52-4-207; or

(iv) it is not practicable to conduct the workshop or executive session at the regular location of the public body's open meetings due to an emergency or extraordinary circumstances.

#### **52-4-202 Public notice of meetings -- Emergency meetings.**

(1) A public body shall give not less than 24 hours public notice of each meeting including the meeting:

(a) agenda;

- (b) date;
- (c) time; and
- (d) place.

(2) (a) In addition to the requirements under Subsection (1), a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule as provided in this section.

(b) The public notice under Subsection (2)(a) shall specify the date, time, and place of the scheduled meetings.

(3) Public notice shall be satisfied by:

(a) posting written notice at the principal office of the public body, or if no principal office exists, at the building where the meeting is to be held; and

(b) providing notice to:

- (i) at least one newspaper of general circulation within the geographic jurisdiction of the public body; or
- (ii) a local media correspondent.

(4) A public body is encouraged to:

(a) develop and use electronic means to provide notice of its meetings under Subsection (3)(b);

(b) provide public notice to all other media agencies that make a periodic written request to receive them; and

(c) post public notice of its meetings on the Internet.

(5) (a) The notice requirement of Subsection (1) may be disregarded if:

(i) because of unforeseen circumstances it is necessary for a public body to hold an emergency meeting to consider matters of an emergency or urgent nature; and

(ii) the best notice practicable is given.

(b) An emergency meeting of a public body may not be held unless:

- (i) an attempt has been made to notify all of its members; and
- (ii) a majority of its members approves holding the meeting.

(6) (a) A public notice that is required to include an agenda under Subsection (2), shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.

(b) Except as provided in Subsection (5) and Subsection (6)(c), a public body may not consider a topic in an open meeting that is not:

- (i) listed under an agenda item under Subsection (6)(a); and
- (ii) included with the advanced public notice in accordance with this section.

(c) A topic not listed on the open meeting agenda that is raised during an open meeting may be discussed but no final action may be taken by the public body during that meeting.

#### **52-4-203 Minutes of open meetings -- Public records -- Recording of meetings.**

(1) Except as provided under Subsection (8), written minutes and a recording shall be kept of all open meetings. The minutes and a recording shall include:

- (a) the date, time, and place of the meeting;
- (b) the names of members present and absent;
- (c) the substance of all matters proposed, discussed, or decided;
- (d) a record, by individual member, of votes taken;
- (e) the name of each person who provided testimony and the substance in brief of their testimony; and
- (f) any other information that any member requests be entered in the minutes or recording.

(2) A recording of an open meeting shall be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting.

(3) (a) The minutes and recordings of an open meeting are public records and shall be available within a reasonable time after the meeting.

(b) An open meeting record kept only by a recording must be converted to written minutes within a reasonable time upon request.

(4) All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.

(5) Minutes or recordings of an open meeting that is required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.

(6) Written minutes and recordings of open meetings are public records under Title 63, Chapter 2, Government Records Access and Management Act, but written minutes shall be the official record of action taken at the meeting.

(7) Either written minutes or a recording shall be kept of:

(a) an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the public body; and

(b) an open meeting of an independent special district as defined under Title 17A, Special Districts, or a local district under Title 17B, Chapter 2, Local Districts, if the district's annual budgeted expenditures for all funds, excluding capital expenditures and debt service, are \$50,000 or less.

**52-4-204 Closed meeting held upon vote of members -- Business -- Reasons for meeting recorded.**

(1) A closed meeting may be held:

(a) if a quorum is present; and

(b) if two-thirds of the members of the public body present at an open meeting for which notice is given under Section 52-4-202 vote to approve closing the meeting.

(2) A closed meeting is not allowed unless each matter discussed in the closed meeting is permitted under Section 52-4-205.

(3) An ordinance, resolution, rule, regulation, contract, or appointment may not be approved at a closed meeting.

(4) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:

(a) the reason or reasons for holding the closed meeting;

(b) the location where the closed meeting will be held; and

(c) the vote by name, of each member of the public body, either for or against the motion to hold the closed meeting.

(5) Nothing in this chapter shall be construed to require any meeting to be closed to the public.

**52-4-205 Purposes of closed meetings.**

- (1) A closed meeting described under Section 52-4-204 may only be held for:
  - (a) discussion of the character, professional competence, or physical or mental health of an individual;
  - (b) strategy sessions to discuss collective bargaining;
  - (c) strategy sessions to discuss pending or reasonably imminent litigation;
  - (d) strategy sessions to discuss the purchase, exchange, or lease of real property if public discussion of the transaction would:
    - (i) disclose the appraisal or estimated value of the property under consideration; or
    - (ii) prevent the public body from completing the transaction on the best possible terms;
  - (e) strategy sessions to discuss the sale of real property if:
    - (i) public discussion of the transaction would:
      - (A) disclose the appraisal or estimated value of the property under consideration; or
      - (B) prevent the public body from completing the transaction on the best possible terms;
    - (ii) the public body previously gave public notice that the property would be offered for sale; and
    - (iii) the terms of the sale are publicly disclosed before the public body approves the sale;
  - (f) discussion regarding deployment of security personnel, devices, or systems;
  - (g) investigative proceedings regarding allegations of criminal misconduct; and
  - (h) discussion by a county legislative body of commercial information as defined in Section 59-1-404.
- (2) A public body may not interview a person applying to fill an elected position in a closed meeting.

**52-4-206 Record of closed meetings.**

- (1) Except as provided under Subsection (6), if a public body closes a meeting under Subsection 52-4-205(1), the public body:
  - (a) shall make a recording of the closed portion of the meeting; and
  - (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
- (2) A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
- (3) The recording and any minutes of a closed meeting shall include:
  - (a) the date, time, and place of the meeting;
  - (b) the names of members present and absent; and
  - (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.
- (4) Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
- (5) Both a recording and written minutes of closed meetings are protected records under Title 63, Chapter 2, Government Records Access and Management Act, except that the records may be disclosed under a court order only as provided under Section 52-4-304.

(6) If a public body closes a meeting exclusively for the purposes described under Subsection 52-4-205(1)(a) or Subsection 52-4-205(1)(f):

(a) the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described under Subsection 52-4-205(1)(a) or Subsection 52-4-205(1)(f); and

(b) the provisions of Subsection (1) of this section do not apply.

**52-4-207 Electronic meetings -- Authorization -- Requirements.**

(1) A public body may convene and conduct an electronic meeting in accordance with this section.

(2) (a) A public body may not hold an electronic meeting unless the public body has adopted a resolution, rule, or ordinance governing the use of electronic meetings.

(b) The resolution, rule, or ordinance may:

(i) prohibit or limit electronic meetings based on budget, public policy, or logistical considerations;

(ii) require a quorum of the public body to:

(A) be present at a single anchor location for the meeting; and

(B) vote to approve establishment of an electronic meeting in order to include other members of the public body through an electronic connection;

(iii) require a request for an electronic meeting to be made by a member of a public body up to three days prior to the meeting to allow for arrangements to be made for the electronic meeting;

(iv) restrict the number of separate connections for members of the public body that are allowed for an electronic meeting based on available equipment capability; or

(v) establish other procedures, limitations, or conditions governing electronic meetings not in conflict with this section.

(3) A public body that convenes or conducts an electronic meeting shall:

(a) give public notice of the meeting:

(i) in accordance with Section 52-4-202; and

(ii) post written notice at the anchor location;

(b) in addition to giving public notice required by Subsection (3)(a), provide:

(i) notice of the electronic meeting to the members of the public body at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and

(ii) a description of how the members will be connected to the electronic meeting;

(c) establish one or more anchor locations for the public meeting, at least one of which is in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting;

(d) 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; and

(e) if the meeting includes a public hearing, 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.

(4) Compliance with the provisions of this section by a public body constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

**52-4-208 Chance or social meetings.**

- (1) This chapter does not apply to any chance meeting or a social meeting.
- (2) A chance meeting or social meeting may not be used to circumvent the provisions of this chapter.

**52-4-301 Disruption of meetings.**

This chapter does not prohibit the removal of any person from a meeting, if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

**52-4-302 Suit to void final action -- Limitation -- Exceptions.**

(1) Any final action taken in violation of Section 52-4-201, 52-4-202, or 52-4-207 is voidable by a court of competent jurisdiction.

(2) Except as provided under Subsection (3), a suit to void final action shall be commenced within 90 days after the date of the action.

(3) A suit to void final action concerning the issuance of bonds, notes, or other evidences of indebtedness shall be commenced within 30 days after the date of the action.

**52-4-303 Enforcement of chapter -- Suit to compel compliance.**

(1) The attorney general and county attorneys of the state shall enforce this chapter.

(2) The attorney general shall, on at least a yearly basis, provide notice to all public bodies that are subject to this chapter of any material changes to the requirements for the conduct of meetings under this chapter.

(3) A person denied any right under this chapter may commence suit in a court of competent jurisdiction to:

- (a) compel compliance with or enjoin violations of this chapter; or
- (b) determine the chapter's applicability to discussions or decisions of a public body.

(4) The court may award reasonable attorney fees and court costs to a successful plaintiff.

**52-4-304 Action challenging closed meeting.**

(1) Notwithstanding the procedure established under Subsection 63-2-202(7), in any action brought under the authority of this chapter to challenge the legality of a closed meeting held by a public body, the court shall:

- (a) review the recording or written minutes of the closed meeting in camera; and
- (b) decide the legality of the closed meeting.

(2) (a) If the judge determines that the public body did not violate Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall dismiss the case without disclosing or revealing any information from the recording or minutes of the closed meeting.

(b) If the judge determines that the public body violated Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall publicly disclose or reveal from the recording or minutes of the closed meeting all information about the portion of the meeting that was illegally closed.

**52-4-305 Criminal penalty for closed meeting violation.**

In addition to any other penalty under this chapter, a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises a violation of any of the closed meeting provisions of this chapter is guilty of a class B misdemeanor

### 3. dissemination of information

All aspects of school-sponsored publications, including newspapers, and/or yearbooks, are completely under the supervision of the Director. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on Entheos property by a student, parent, or a non-student without the prior approval of the administration. Materials not under the editorial control of the Board must be submitted to the Director for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased, or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias. Materials include advertising that is in conflict with public school laws, rules, and/or Board policy, deemed inappropriate for students, or may be reasonably perceived by the public to bear the sanction or approval of the Board. If the material is not approved within seventy-two (72) hours of the time that it was submitted, it shall be considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

School equipment such as copiers, computers, fax machines and other technical equipment shall be operated only by authorized personnel for education related purposes. No one shall produce personal materials using school equipment without authorization from the Director.

### 4. family education rights and privacy act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Entheos with certain exceptions obtain parent/guardians written consent prior to the disclosure of personally identifiable information from a student's education records. However, Entheos may disclose appropriately designated "directory information" without written consent, unless parent/guardian has advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Entheos to include this type of information from a student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing 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'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 education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories -- names, addresses and telephone listings -- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Entheos to disclose information from your child's education record without your prior written consent, you must notify the school in writing by September 30, 2006. Entheos has designated the following information as directory information: Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, honors, and awards received, The most recent educational agency or institution attended.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## 5. consumption of homemade food in school setting

Utah State Law prohibits students from consuming "homemade" food in a classroom setting.

## 6. medications – dispensing and storage

Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school. No student should be given or be allowed to take any medication that is not prescribed for their use by a parent or by doctor's order and prescription.

Prescription medications should be stored in a locked cabinet in the school with the doctor's prescription, and issued to the student by designated personnel in the exact dose and time frame listed on the prescription.

A record of the amount, time and person administering the drug must be kept for each student and medication.

Sharing of medications, even over-the counter types, is not allowed at the school. Parents should notify the school if they send any medication with their student that could cause harm to other students by sharing or accidental use of the medication.

### SCHOOL WIDE MEDICATION POLICY

Utah Law (53a-11-501) states the following:

Medication may only be administered to a student by school approved personnel if:

1. The student's parent or legal guardian has provided a current written and signed request that medication be administered to the student during regular hours, and
2. The student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule for administration and a statement that administration of medication by school employee during periods when the student is under the control of the school is medically necessary.

THIS COMPLETED FORM MUST BE TAKEN TO THE SCHOOL BY A RESPONSIBLE ADULT WITH THE MEDICATION IN THE ORIGINAL LABELED CONTAINER ON OR BEFORE THE FIRST DAY THE MEDICATION IS TO BE ADMINISTERED BY SCHOOL PERSONNEL.

Entheos Expeditionary Learning

#### REQUEST FOR GIVING MEDICATION AT SCHOOL

The following medication is prescribed and should be taken at school as indicated below:

Students Name: \_\_\_\_\_ School: Entheos Expeditionary Learning

Teacher: \_\_\_\_\_ Grade \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Time of Day \_\_\_\_\_ Method: \_\_\_\_\_

Duration: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_



Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

Physicians Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

I understand that prescription medication must be provided in the labeled prescription bottle with the correct child's name on it. If the medication is an over the counter drug, it must also be in the original container and have the child's name written on the package. I also understand that school personnel may contact the doctor regarding administration of this medication. I also understand this medication may be administered by someone other than a licensed nurse who has been appointed to do so by the school administration.

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Guardian

Date

## 7. immunizations

2006 Immunization Information

### A student born AFTER July 1, 1986

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• 5 DTP/DTaP/DT – 4 doses if 4<sup>th</sup> does was given on/after the 4<sup>th</sup> birthday</li><li>• 3 OPV (Oral Polio) or 4 IPV (Inactivated Polio) – 3 doses if 3<sup>rd</sup> dose was given on/after the 4<sup>th</sup> birthday</li></ul> | <ul style="list-style-type: none"><li>• 2 Measles</li><li>• 1 Mumps</li><li>• 1 Rubella</li></ul> |
|---|---|

### A student born AFTER July 1, 1993

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• 5 DTP/DTaP/DT – 4 doses if 4<sup>th</sup> does was given on/after the 4<sup>th</sup> birthday</li><li>• 4 Polio -- 3 doses if 3<sup>rd</sup> dose was given on/after the 4<sup>th</sup> birthday</li></ul> | <ul style="list-style-type: none"><li>• 2 Measles</li><li>• 1 Mumps</li><li>• 1 Rubella</li><li>• 3 Hepatitis B</li></ul> |
|--|---|

### EFFECTIVE JULY 1, 2006

A student born AFTER July 1, 1993 and entering the 7<sup>th</sup> grade must have:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• 1 Tb booster</li><li>• 3 Hepatitis B</li></ul> | <ul style="list-style-type: none"><li>• 1 Varicella (chickenpox) – history of disease is acceptable, parent must sign verification statement</li></ul> |
|--|--|

### A student born AFTER July 1, 1996

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• 5 DTP/DTaP/DT – 4 doses if 4<sup>th</sup> does was given on/after the 4<sup>th</sup> birthday</li><li>• 4 Polio -- 3 doses if 3<sup>rd</sup> dose was given on/after the 4<sup>th</sup> birthday</li><li>• 2 Measles</li><li>• 1 Mumps</li></ul> | <ul style="list-style-type: none"><li>• 1 Rubella</li><li>• 3 Hepatitis B</li><li>• 1 Varicella (chickenpox) – history of disease is acceptable, parent must sign verification statement</li><li>• 2 Hepatitis A</li></ul> |
|--|--|

## 8. freedom of expression

Student speech is protected by the First Amendment of the United States Constitution. Thus, students have the right to express themselves openly on school premises about matters of social, political, and religious importance. However, students may not express themselves in a way that causes a disruption of, or interference with, the orderly conduct of school activities or is inconsistent with the school's basic educational mission. Teachers and administrators may also edit the style and content of student speech at school assemblies, in the school newspaper, in school theatrical productions, and in other school-sponsored activities, where teachers and administrators have legitimate educational concerns.

### 8a. religious resolution

Enrolled Copy

S.J.R. 9

RESOLUTION RECOGNIZING RIGHT TO PARTICIPATE IN RELIGIOUS EXPRESSIONS IN PUBLIC SCHOOLS

2006 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Parley G. Hellewell

House Sponsor: Michael T. Morely

Cosponsor: Brent H. Goodfellow

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**LONG TITLE**

**General Description:**

This joint resolution of the Legislature recognizes the rights of public school students to voluntarily participate in religious expression in public schools.

**Highlighted Provisions:**

This resolution: recognizes the rights of public school students to voluntarily engage in prayer and other expressions considered religious in nature in public schools.

**Special Clauses:** None

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*Be it resolved by the Legislature of the state of Utah:*

WHEREAS, a firm understanding of the proper and lawful role of religious expression is requisite to full participation in public institutions;

WHEREAS, a state of confusion and in some cases fear among the general citizenry exists as to the proper role of religious expression in public schools and other public settings;

WHEREAS, the free exercise of religion is a fundamental right guaranteed by both the United States Constitution and the Utah Constitution.

WHEREAS, the freedom of speech is a fundamental right guaranteed by both the United States Constitution and the Utah Constitution.

WHEREAS, the First Amendment to the United States Constitution states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble";

WHEREAS, the Utah Constitution states, "The rights of conscience shall never be infringed. The State shall make no law respecting an establishment of religion or prohibiting the free exercise thereof;...There shall be no union of Church and State, nor shall any church dominate the State or interfere with its functions. No public money or property shall be appropriated for or applied to any religious worship, exercise or instruction, or for the support of any ecclesiastical establishment.";

WHEREAS, the Utah Constitution also states: "No law shall be passed to abridge or restrain the freedom of speech or of the press";

WHEREAS, prayer is fundamental to the exercise of both religion and free speech;

WHEREAS, courts have upheld the right of students to spontaneously and nondisruptively pray in school settings, and school administrators and teachers are in no way permitted to discourage such religious expression, including prayer, by a student;

WHEREAS, in the classroom, instruction covering religious subject matter is permitted, provided the teacher does not advocate religion in general or one or more religions in particular;

WHEREAS, students participating in the singing of songs that are religious in theme, and expressions often related to holidays that are religious in nature, also enjoy legal protection under the state and federal constitutions;

WHEREAS, the courts have established a three-part test for determining if a government action violates the establishment of religion clause of the First Amendment to the United States Constitution: (1) the government action must have a secular (nonreligious) purpose; (2) the government action's purpose must not be to inhibit or to advance religion; and (3) there must be no excessive entanglement between government and religion;

and

WHEREAS, the United States Supreme Court has ruled the union-of-church-and-state ban applies only to circumstances that join a particular religious denomination and the state so that the two function in tandem on an ongoing basis:

NOW, THEREFORE, BE IT RESOLVED that the Legislature of the state of Utah recognizes the right of public school students to voluntarily participate in prayer, and also in the singing of songs and in expressions related to holidays that are religious in nature, in public schools, within known legal limits of religious expression, tolerance, civility, and dignity as contemplated by this nation's founders.

*BE IT FURTHER RESOLVED that a copy of this resolution be sent annually to each student currently enrolled in Utah's public schools, each parent of a student currently enrolled in Utah's public schools, the Utah Parent Teacher Association, the Utah Education Association, the Utah State Board of Education, the Utah State Office of Education, the Utah Association of Counties, and the Utah League of Cities and Towns.*

## 8b. student friendly religious resolution

### **Can students practice religion at Entheos?**

Yes! Utah passed a resolution that reminds students at every public school that they have the right to practice their religious beliefs at school. This fundamental right has been granted by the Constitution of the United States of America and upheld by the US Supreme Court.

### **Can Entheos teach religion?**

No! Although religion can be discussed in a historical or informational context in the classroom, teachers cannot try to persuade students to believe in or practice a certain religion.

### **What can students do at Entheos?**

1. You can pray.

You can pray alone or with other students at anytime during school or at school functions. Teachers cannot tell you to pray and you cannot make any other students pray. But, you can always pray.

2. You can sing religious songs.

You can sing religious songs in school or at school functions. Some students think they can't sing religious songs during holidays. This is not true. You have the right to sing religious songs during various holidays, such as Christmas or Easter.

3. You can talk about religion.

You can talk about religion during school and at school functions. You can say religious expression, such as "Merry Christmas" or "Happy Hanukkah".

4. You should show respect for all religions.

Remember, you can practice your religion at school. Make sure you give everyone at school the same right. Never make fun of another religion or how other students might practice their religion.

## 9. harassment

A student has a right to participate in all school activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive or embarrassing.

Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

Sexual Harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior, that is tied to a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; that substantially interferes (or will substantially interfere) with a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; or that is intimidating.

Furthermore, Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school sponsored or related event or activity.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against another person's body
- Any sexually-motivated, unwelcome touching
- Obscene gesture
- Written or graphic harassment or abuse
- Ethnic Intimidation and Harassment includes slurs, verbal references, gestures and other behavior, which tends to demean, humiliate, intimidate and/or threaten others on the basis of race, ethnic group or nationality.
- Religious and General Harassment includes slurs, verbal references, gestures, or other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, or disability (e.g., sexual or racial comments, threats, or insults, unwanted sexual touching, etc.)

A student should report incidences of harassment to the building administrator with any supportive evidence that is available. The principal will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant. If proven, the building administrator will:

- Have the offender sign a contract regarding appropriate behavior toward the complainant, and/or
- Refer the offender to an outside agency, and/or
- Initiate suspension/expulsion procedures

This disciplinary action should be commensurate with the behavior and the developmental level of the student.

## 10. bullying prohibition and prevention

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions." Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior at Entheos and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

The school principal shall develop administrative regulations and programs through Expeditionary Learning that will decrease the likelihood of bullying incidents, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the principal should consult with the greater school community, including students.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

## 11. due process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with as opportunity to respond to such charges. In imposing discipline on students, Entheos will adhere to the requirement of state and federal law and constitutional due process. To the extent that the procedures described in this manual exceed the requirements of the law, a deviation from the procedures shall not prevent the imposition of the disciplinary actions set forth on pages 8, 9, and 10. Records that result from the student's actions or his/her consequences should clearly state whether the charge of misbehavior was or was not substantiated.

**Informal Hearings.** Most discipline problems not leading to long-term suspension or expulsion are resolved at the building level through an informal hearing involving the student, parent/guardian and teacher or building administrator. During the hearing, the student and parent/guardian hear the charges, evidence and consequences. The student tells his/her side of the story. Various problems-solving strategies may be used.

**Formal Hearings.** Formal hearings are held as a part of the due process procedure for long-term suspensions and all expulsions. An impartial three person administrative panel reviews a case and determines if the recommendation to suspend or expel a student is supported by evidence during the hearing.

The Chief Administrative Officer's designee, after reviewing the building administrator's report, witnesses' statements and any other relevant documents or items schedules a hearing within ten (10) school days of the disciplinary action. The Chief Administrative Officer's designee's office will also prepare the packet of information for the hearing. The parents or guardians will receive a letter, disciplinary forms with date, specific rules that were violated, copy of the disciplinary procedural process and any other relevant information.

The student is afforded the following procedural due process:

- Written notice of prohibited conduct
- Written notification of hearing (time and location) and procedures to be followed
- Impartial hearing
- Access to evidence

- Opportunity to present witnesses and evidence on his/her own behalf
- Opportunity to have counsel present

The hearing will be audio taped. The participants, including the student, parents or guardian, advocate witnesses, three panelists and a building administrator/designee sign-in for the hearing and will receive a packet of information to be used at the hearing. The Hearing Agenda will include the following items:

The administrative chair introduces him/her self as the chair and calls upon each person in attendance to introduce him/her self and give the role he/she will be performing at the hearing. The building administrator gives an explanation of why the hearing is being held, information about the student and the specific statements of the charge and the disciplinary action recommended. The building administrator presents evidence of the charges, including witnesses and any written statements. The student and/or his/her advocate, respond to the charges and presents witnesses and any written statements. Both the building administrator and the student and/or his/her advocate give closing statements. The chair informs the group of the decision process. Within two school days of the hearing, the chair will notify the student and his/her parents)/guardian(s), orally or in writing, of the panel's decision to uphold, modify or reverse the suspension. Written notification must follow.

- The chair dismisses the group after all questions have been answered and explaining the appeal procedure.
- The three panelists discuss the evidence and proceedings and may make the following decisions:
  - Waive charge(s)
  - Reduce charge(s)
  - Change/modify the administrator's recommendation or disciplinary action.
  - Support the administrator's recommendation and disciplinary action.
  - Increase the recommendation and disciplinary action.

### **The Appeal Process**

A. SUSPENSIONS OF ONE (1) TO FIVE (5) SCHOOL DAYS. There is no appeal for suspension of one (1) to five (5) school days.

B. SUSPENSIONS OF SIX (6) TO TEN (10) SCHOOL DAYS. A request for an appeal of a short-term (ten or less school days) suspension shall be made in writing and directed to the building administrator, by the parent/guardian or student 18 years of age, within two (2) school days of the date that the disciplinary action was taken. This written request must include the reason for the appeal. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradiction of procedure/policies

The building principal will conduct a review of the appeal request. Following this review, the building principal will notify the student and his/her parents)/guardian(s) in writing, of his/her decision to uphold, modify or reverse the suspension.

If the suspension exceeds five, (5) school days, the principal's decision may be appealed. A written request must be made to the building principal stating the reason(s) for the appeal and asking for a review by a three-member review panel. The panel will be comprised of two (2) administrators, building principal and Chief Administrative Officer, and one (1) Board of Trustees member (parent).

C. SUSPENSION EXCEEDING TEN (10) SCHOOL DAYS. Review of long-term suspensions (those exceeding ten (10) days) are to be directed to the Chief Administrative Officer's designee within three (3) school days of the date the disciplinary action was taken. This appeal must be made in writing stating the reason for the appeal and the adjustments requested. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradiction of procedure/policies

A three-person administrative hearing panel will conduct a review within ten (10) school days of the suspension. This panel will be chaired by the President of the Board of Trustees, Chief Administrative Officer, and the school principal. Within two (2) school days of the hearing, the panel chairperson will notify the student and his/her parents/guardian(s), orally or in writing, of the panel's decision to uphold, modify, or reverse the suspension. Written notification must follow.

The suspension remains in effect during the appeal process.

#### Appeal of the Hearing Panel Decision

A parent/guardian may appeal the decision of the three-person administrative hearing panel to the Board of Trustees. This appeal, directed to the Chief Administrative Officer, must be made in writing within five (5) calendar days following the receipt of the decision.

Again, reasons for this appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradiction of procedure/policies

During a regular meeting, the Board of Trustees will determine whether or not to hear the appeal.

The decision of the Board will be communicated in writing to all parties concerned by the Board Secretary.

The suspension remains in effect during the appeal process.

Letters of appeal stating the basis for the appeal and the desired remedy should be addressed: \_\_\_\_\_



## 12. interviewing of students by law enforcement agency

In cases where there is not an immediate danger to lives or property, a police officer (s) from the Local Police Dept., having police business on Entheos property which involves the need to interview or interrogate a student, will first make contact with the principal or the administrator designee.

An interview is defined as the questioning of a witness to or victim of an offense and who is not reasonably suspected of having committed an offense. A student has the right to refuse participate in an interview. Entheos personnel may be present when a student is interviewed by the police. Interrogation is defined as the questioning of a person reasonably suspected of committing an offense whether prior to or after an arrest. Entheos personnel will be present when a student is interrogated by the police where criminal prosecution is possible. The school will make every attempt to notify a parent or legal guardian prior to the interrogation of a student.

All interviews and questionings will be conducted in accordance with all applicable statutory provisions and constitutional protections, and other guidelines provided in the agreement between Entheos and the Local Police Dept. If an interview changes to an interrogation, it will be the responsibility of the officer (s) to notify the student(s) of the change and explain to the student(s) the implications of the change from an interview to an interrogation. The officer(s) will notify the principal of the necessity to have Entheos personnel present.

## 13. special education policy and procedures manual

### I. Overview/Philosophy

The school will use an inclusion model educating students with special needs along with their non-disabled peers to the *maximum extent appropriate*. This heterogeneous grouping of students provides greater opportunities for students to learn from and support each other. The school's project-based approach is optimal for differentiating instruction to address the needs of individual students.

With approximately 12% of students in the area presently qualifying for special education services, the school will likely continue to have roughly 55-60 students qualifying for special education services. The special education staff will conduct training for other staff members to ensure that all faculty and staff involved in a child's education are aware of special needs within the student population, understand their responsibilities in relation to addressing these needs, and are able to provide the necessary services. All members of the instructional staff will also be training in confidentiality and "child find" procedures implemented to ensure privacy of sensitive information.

Entheos Academy's obligation to each student will ensure they are treated as individuals, with special gifts and needs, and will ensure they are treated fairly, and with respect, by all staff and students. Appropriate accommodations will be given to all students with disabilities in order for them to access the general education curriculum and participate in all school activities.

A Free and Appropriate Public Education will be provided for special education and related services, at public expense, under public supervision and direction, and without charge, for all students with special needs grades K-9. It will meet the standards of the USBE and Part B of IDEA and are provided in conformity with an Individualized Education Program (IEP) that meets the requirement of Part B of the IDEA and the USBE Rules.

### II. Delivery Model

In compliance with state and federal mandates, the school will provide eligible students with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE). To assist each student to achieve commensurate with his or her abilities, special education will be offered, including modification of instruction level, content or performance criteria; adaptations to the

environment, curriculum, instruction or assessment; and accommodations to allow students access to general education curriculum.

Entheos Academy will serve students with special needs using an inclusion model to the extent possible. We recognize that the severity of some learning disabilities preclude participation and satisfactory achievement, even with the use of supplementary aids and services, in general education classes. These students may need to be pulled out with a special education teacher, or a trained aide, for necessary foundational reinforcement of basic skills.

Educational reinforcement outside of class will be based on Utah's Three Tier instructional design. Students will first be given Tier Two type interventions, as needed, with data collected, to show a data-driven and recognized need for Tier Three type instruction before being pulled out with a special education teacher.

Entheos special education staff will include one full-time special educator with cross-categorical, or mild-moderate, certification, along with a minimum of four special education aides. In addition, consultative and other contractual service will be arranged as necessary, including, but not limited to, Speech and Language Pathologist and School Psychologist, to meet the requirements of students' Individual Educational Plans.

### **III. Identification**

- a. All staff will be trained in the referral process to comply with Child Find requirements. Child Find procedures will ensure all students with disabilities; grades K-9, in need of special education or related services are identified, located and evaluated.
- b. Before identifying a student for special education referral, there must be an appropriate reading/phonics program in place, with research based assessments, and a documented history of failed classroom interventions. Documentation will be maintained of all efforts to assist individual differences.
  - i. Working from Utah's 3 Tier Reading Approach, identified students would be "Tier 3" students receiving research based interventions based on the RtI (Response to Intervention) model. The teacher should be able to show little or no progress with the interventions.
  - ii. The "Tier 3" intervention model selected will be research-based, and consistent through all grades.
  - iii. The assessments used will serve three purposes: a) screening, b) diagnostics, c) progress monitoring.
  - iv. The decision to refer will be data driven.
- c. The decision to refer will be brought to the special education team with the following data and forms, for consideration:
  - i. Reading and phonics levels based on the general reading program implemented.
  - ii. Interventions and the results of those interventions.
  - iii. Anecdotal records and work samples.
  - iv. Research based assessments (CRTs, MAP scores, etc.)
  - v. At-Risk documentation form.
  - vi. Referral form.
- d. Parent should be notified and concerns discussed.

### **IV. Referral**

- a. The Child Study Team, which will include the special education staff, the general education teacher, and other qualified individuals with knowledge of the student, and the director, if needed, will meet to review data and make a referral decision based on this data.
  - i. If the data, and team decision, suggests evaluation would be beneficial, the child will be referred for evaluation and evaluation will be completed, after receiving consent, in 45 school days, per state rules.
  - ii. The parent will be contacted by the student's teacher and a Consent to Evaluate form will be signed.
- b. A parent may also inform the school of concerns regarding his/her child. The parent may request, in writing, that the school conduct an evaluation of the child's abilities.
  - i. The same process for referral by the teacher will be followed, to the greatest extent, in the allotted time frame dictated by state rules (45 school days from referral to evaluation).
  - ii. The school is not necessarily obligated to conduct an evaluation. If the school determines that a full and individual evaluation is not warranted, the parent will be provided with Prior Written Notice and Procedural Safeguards in a time manner and has the right to due process.
  - iii. The school will conduct an evaluation within the mandated guidelines if it suspects that the child has a disability and may be in need of special education and related services.
- c. If the child is referred for a comprehensive psycho-educational evaluation, the school will provide the appropriate Prior Written Notice and Procedural Safeguards to the parent. The PWN will explain:
  - i. Why the school is proposing to conduct an evaluation.
  - ii. What the evaluation procedures will include.
  - iii. The PWN will also contain a statement of parent protections under procedural safeguards. A copy of the Procedural Safeguards will be included with this notice when given to parents.
  - iv. The Procedural Safeguards will provide a thorough explanation of parent's rights and protections from children under special education requirements.
- d. Once evaluation is completed the school will send a Notice of Meeting to parents that states the purpose of the meeting, the individuals and their respective positions who will attend the meeting and the location and time of the meeting.
  - i. This meeting will be a forum to discuss the evaluation results, and recommendations based on those results.

**V. Evaluation**

- a. A Multidisciplinary Evaluation Team (MET) will review all existing data on the child. The team will be comprised of appropriate qualified individuals to include the parents, at least one of the child's regular education teachers, the special education teacher, a representative of the school, and individual to interpret the instructional implications of test results, the child (if appropriate), and other persons with relevant knowledge about the child. The team will decide if further data are needed in order to determine if a child is eligible for special education services. If no additional data are needed, the MET will determine eligibility, develop evaluation reports, and provide PWN to document the decisions made by the team. The Procedural Safeguards, which will be made available to the parents, will review

parental rights regarding initial evaluation. A copy of the evaluation report, which will include documentation of the eligibility determination, will be given to the parent.

- b. If additional data are needed, the MET team may decide that an evaluation plan needs to be designed, PWN will document the decisions made by the team and the Procedural Safeguards will be made available to the parents.
- c. If it is determined that the existing data is not sufficient, or if referral is for initial placement in special education, further testing/evaluation will take place.
- d. The school will secure the parent's permission before conducting the evaluation. The parent will be informed of all types of testing instruments to be used. Parental consent will be voluntary and may be revoked at any time. Revoked consent does not negate an action that has occurred after consent was provided, and the school may consider mediation or due process to pursue the evaluation.
  - i. The initial evaluation must be conducted within forty-five (45) school days of receiving parental consent for the evaluation.
- e. Tests, materials and procedures used for evaluation will be selected and administered so there is no racial or cultural discrimination, and will be given in the child's native language or other system of communication, unless it is not feasible to do so.
  - i. No single test will be used, and testing will be done in all areas related to the suspected disability that may include health, vision, hearing, social and emotional status, general intelligence, academic performance, communication, and motor abilities.
  - ii. A variety of assessment tools and strategies will be used to gather relevant functional, developmental, and academic information about the student, including information provided by the parent.
- f. After consent is obtained, the school will conduct the evaluation, and use the information to determine eligibility within 45 school days of the parent's signature. A qualified school psychologist, or trained specialist, will conduct the evaluation and the MET team will use the results, along with all other evaluative information to determine eligibility. Based on the evaluation, the MET will determine if the child has one or more of the following disabilities; Autism, Emotional Disability, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury, Visual Impairment, Other Health Impairment.
- g. The parents of a student with a disability have the right to obtain an independent educational evaluation of the student, at public expense, if they disagree with an evaluation conducted by Entheos. Entheos must provide information about where an independent educational evaluation may be obtained. Requirements outlined by USBE Special Education Rules will be followed for these procedures (IV.C. 300.502).

#### **VI. Determination of Eligibility**

- a. Upon completion of the administration of assessments and other evaluation measures the MET team, including the parent, will determine eligibility under Part B of the IDEA and the Rules, including:
  - i. Whether that student is a student with a disability and
  - ii. The educational needs of the student.
- b. A student must not be determined to be a student with a disability of the determinant factor for that determination is:

- i. Lack of appropriate instruction in reading, including the essential components of reading instruction;
  - ii. Lack of appropriate instruction in math; or
  - iii. Limited English proficiency; and
  - iv. If the student does not otherwise meet the eligibility criteria.
- c. An Individualized Education Program (IEP) will be developed within 30 days of determining eligibility.

**VII. Evaluation Reports**

- a. If it is determined that a student has one or more of the disabilities listed above, the MET team will determine if the child requires special education or related services in order to benefit from the educational program. The evaluation report will include, but not be limited to:
  - i. A review of current evaluation including types of tests and results.
  - ii. Information from the parents.
  - iii. Educational history including the reason for the referral, current classroom assessments and observations of the student.
  - iv. Determination of whether the child's educational problems are related to limited English proficiency or lack of instruction in reading and math.
  - v. Documentation of whether the child's educational problems are related to or resulting from primarily from reasons of educational disadvantage.
  - vi. Documentation that the child was assessed in all areas related to the suspected disability.
  - vii. Determination of whether the child has a category of disability (as defined by state law).
  - viii. The child's present levels of academic performance and educational needs.
  - ix. Determination of the child's needs for special education and related services.
  - x. Determination of whether any additions or modifications are needed to allow the child to progress in the general curriculum.
  - xi. Team findings on eligibility determination.
- b. The team will provide the parent with a PWN to document eligibility and the Procedural Safeguards will be made available. The parent will receive a copy of the evaluation report.

**VIII. IEP Formulation/Special Education/Least Restrictive Environment**

- a. If a child is found eligible for special education services, an IEP team will develop an Individualized Educational Plan (IEP). The IEP team will convene within 30 calendar days of eligibility to develop and IEP. No special education services will be provided prior to the development of the IEP. As described above, the team will be comprised of appropriate qualified individuals to include the parent(s), at least one of the child's regular education teachers, a special education teacher, a representative of the school, an individual to interpret the instructional implication of test results, the child (if appropriate), and other persons with relevant knowledge about the child.
- b. The parent will be provided with a Notice of Meeting and a Procedural Safeguards with adequate time to ensure that he/she has the opportunity to attend. It is recommended that the special education teacher contact the parent by phone to set up an appropriate

meeting time. The meeting will be scheduled at a time mutually convenient. If the parent chooses not to attend, the school may conduct the meeting without the parent and document its decision. The special education teacher must be able to document at least three attempts to schedule the IEP meeting with the parent.

- c. An IEP team will make decisions about an educational program for the child, and then document a written record of decisions. The IEP document will include:
  - i. The date of the meeting and documentation of participants.
  - ii. A statement of the child's present levels of academic achievement and functional performance to include how the disability affects progress and involvement in the regular curriculum.
  - iii. Measurable annual goals to include how they will be evaluated.
  - iv. Special education, related services and supplementary aids and services to be provided.
  - v. Program modifications or supports for school personnel that will be provided.
  - vi. Projected initiation date, frequency, location and duration of the services and supports.
  - vii. Explanation of the extent that the child will not participate with non-disabled peers.
  - viii. Documentation of how the child will participate in state and school-wide assessments or why the child will not participate and how the child will be assessed.
  - ix. Consideration of communication and assistive technology needs.
  - x. Consideration for extended school year services.
  - xi. How the child's progress will be reported to parents.
- d. The IEP team will determine the level of service considering the Least Restrictive Environment (LRE). The child will be educated with non-disabled peers to the maximum extent appropriate. Removal from the regular education environment will occur if the nature or severity of the disability precludes satisfactory achievement in regular education classes even with the use of supplementary aids and services. Gifted services will take place within the regular educational environment with the core instructional staff responsible for addressing the needs of gifted children.
- e. The IEP team will determine educational placement, with the decision based on the service needs established in the IEP, placement will be considered at least annually. PWN and consent for initial placement will be provided before the IEP is implemented, and Procedural Safeguards will be made available. The parent will receive a copy of the completed IEP. Following the IEP meeting, the report will be maintained in the student's master special education file in a location designated by the Director.
- f. Written parental consent will be obtained prior to the child's initial special education placement. If the parent is not at the meeting to determine placement, the school will utilize other methods to allow participation. PWN will be provided reflecting the decisions made regarding placement. The Procedural Safeguards will be made available.

#### **IX. Accommodations and Modifications in Regular Education Environment**

- a. Regular education teachers, the special education teacher, and related service providers will be informed of their responsibilities for services outlined in the IEP. Each will know the accommodations, modifications and supports that they will be responsible to provide, and will have access to the IEP. Training will be provided on how to administer accommodations

and adapt curriculum, if needed, by the special education staff. The IEP will be implemented as soon as possible.

- b. When making decisions on behavioral interventions, the IEP team must refer to the USOE Special Education Least Restrictive Environment (LRBI) Guidelines for information on research-based intervention procedures.

**X. Written Progress Reports**

Upon parent consent, the student will appear on the special education teacher's case load and will be placed on the Special Education Census. Written progress reports will be submitted three times a year with the same frequency of report cards. The original will be sent to the parent and a copy maintained by the special education teacher in the student's permanent file.

**XI. Annual Review**

The IEP will be reviewed not less than once a year. Any team member may request additional IEP meetings. Prior to each IEP meeting, a written Notice of Meeting will be provided to each member, including the parent, with adequate time to ensure participation. Procedural Safeguards will be provided to parent along with their Notice of Meeting. During the IEP review, progress toward annual goals will be addressed, along with the results of any reevaluation conducted, and any information from the team members regarding the needs of the child. The LRE will also be reviewed. Documentation of the annual goals review will be recorded on the original copy of the IEP being reviewed. A revised IEP will be completed not less than once a year.

**XII. Reevaluation**

- a. Students qualifying for special education services will be reevaluated every three years to determine continued eligibility for services. If warranted, a reevaluation may take place at any time. The parent will be provided with PWN informing him/her that a reevaluation will occur. A Notice of Meeting, with Procedural Safeguards, will be sent.
- b. At this reevaluation, the MET/IEP team will review and collect current data on the student. This may include, but not be limited to, previous evaluations, observations, state and school testing results, progress toward annual goals, and parent information. If no additional data are needed, the parent will be notified of the right to request additional data and Procedural Safeguards will be made available. If the team agrees that continued eligibility is substantiated, further testing may not necessarily occur, unless requested by the parent. A statement of continued eligibility and the basis for that decision will be included in a report with a summary of existing data and present levels of educational performance and needs. A statement of additions or modifications to the special education plan and related services needed to enable the child to meet the annual goals and to participate in the general education program will be included. A PWN will be given that states why additional data will not be needed and the basis upon which eligibility was determined. The parent will be informed of the right to an assessment. Procedural Safeguards will be made available.
- c. If additional data are needed, PWN will be provided explaining the team's decision and a Procedural Safeguards will be made available. The school will obtain an informed consent from the parent prior to gathering additional data. If reasonable attempts to obtain consent have been made and documented, a reevaluation may proceed even if the parent could not be contacted. If the parent refused consent, mediation or due process may be utilized to pursue the reevaluation. Data will be gathered and the MET/IEP team will determine edibility for special education and related services. The reevaluation will be completed before the current eligibility expires or within a reasonable time if reevaluation is requested. Forty-five school days will be considered a reasonable amount a time.
- d. A reevaluation report will be completed including a statement of continued eligibility and the basis for this decision, with a summary of existing data and present levels of educational

performance and needs. This statement will also include the additions or modifications to the special education and related services that are needed to enable the child to meet the annual goals and to participate in the general education program. A PWN will be provided documenting the decisions made by the team and a Procedural Safeguards will be made available. A copy of the reevaluation report will be given to the parent.

- e. All documentation as presented in the review and revision of the IEP will continue to be provided as the IEP is reviewed and updated. If the child is dismissed from special education services, the reevaluation report will include documentation of eligibility determination. The report will be maintained in the child's permanent special education file and a copy will be given to the parent. The parent will be notified through PWN and a Procedural Safeguards will be made available.

**XIII. Participation in Assessments**

All students with disabilities will participate in required state assessments according to accommodations outlines on their IEP. Utah's Alternative Assessments will be given to those who qualify, as outlined on their IEP.

**XIV. Confidentiality**

The special educator on staff will maintain all special education master files, and teachers will maintain their own student files. To ensure confidentiality of sensitive information, all evaluation information and reports will remain secure and no copies will be provided to unauthorized persons. All persons authorized to view the reports will be listed on Access Privileges posted on the outside of the file cabinets and all others will be required to sign into the files on the Record of Access form found inside each file.

**XV. Training**

The school's special education staff will be primarily responsible for providing training to other staff members, particularly in the area of Child Find (the referral process). Parents will be invited to participate in training sessions when appropriate. Other training topics may include: The Special Education Process (including policies and procedures), categories of disabilities and classification requirements, effective teaching methods and accommodations, parent participation, and, how to prepare and participate productively in IEP meetings.

**XVI. Policies and Procedures**

Polices and procedures relating to Special Education will be included in a Policy Manual. This manual will contain all forms, policies, and procedures and will be kept in the Director's office for review by parents and faculty.

## 14. accounting manual

All accounting and financial reporting will be the responsibility of the Treasurer, or authorized member of governing board, or as delegated to a business services company. A complete General Ledger will be kept and YTD financial reports submitted to the Board of Trustees each month. All documents, journals and ledgers shall be available for review at reasonable times by Trustees, Entheos Administration or others as approved by the Board of Trustees.

### Expenditures

ENTHEOS shall maintain a chart of accounts that meets the needs of the organization's expenditures and reporting requirements of the Utah State Office of Education. Each program or program site shall have its own classification. Receipts and/or invoices shall be coded with the appropriate program's classification and indicate a description of the purchase. Items that cannot readily be classed by program shall be classed as "Variable" and may be allocated at a later time.



## **Budget**

The finance Committee (consisting of authorized members of the Board of Trustees, the Director, and others as authorized by the board will prepare an annual budget. The Finance Committee will meet monthly to go over expenditures, and approve minor budget changes. The full Board will review the budget, make changes as deemed appropriate, and approve the annual budget. From time-to-time, the Board and the administration can elect to amend the budget as needed. Any major amendments shall take place in a public board meeting.

## **Deposits**

The Director, Assistant Director, Food Program Aide or Office Secretary shall receive all checks and cash for deposit. The amount, source, and date will be recorded on a Deposit Form. Once the deposit is made, the deposit slip from the bank shall be attached to the Deposit form and given to the accountant for input into Quickbooks. Cash collected should be kept securely in a locked box and deposited at least weekly.

## **Donations**

Donations of cash or check shall be handled the same as Deposits above. Donors shall be given a receipt or letter confirming the value of the donation. Such receipt or letter shall be signed by the Director or a member of the Board of Trustees.

## **Accounts Payable and Checks**

All purchases, receipts, reimbursements and monthly bills shall be reviewed and authorized by the Director or approved member of the Board and follow these procedures:

Monthly Bills: Regular bills shall be pre-authorized for payment and placed on the Monthly Bills List. The "Monthly Bills List" shall be maintained by the accountant and updated as needed by the Director.

Other Bills: All other invoices/bills, credit card charges and personal reimbursements over \$300 must have a reimbursement form filled out and signed by the director in order to receive payment.

Checks: All checks will require two signatures.

## **Debit Care Account**

ENTHEOS shall have three Debit cards issued to the Director, Main Secretary, and Adventure Coordinator with a transfer account balance not to exceed \$4,000. Debit card charges shall be treated in the same way as the above "Other Bills" section except for the \$300 exemption. Any purchases on the debit card must first be authorized by the director. The debit card bank statement will be mailed to the Business Services office. The business services office will reconcile the account and report to the finance committee any unapproved expenditures.

## **Records**

All canceled checks, voided checks, banks statements, and disbursement invoices are filed and maintained in order and are available for review by the Board and the administration. The Board must first approve any other entity or individual requesting a review of these documents. Deposits shall be filed by month and expenditures by the appropriate payee or vendor.

## **Audit**

An annual audit will be budgeted for and performed by an outside Certified Public Accountant. The school's business manager will work with the auditors to their satisfaction and will assist the auditors to have the Audit completed in a timely manner and in time to file the Audit with the appropriate authorities.

## **Payroll**

ENTHEOS prepares its payroll using the QuickBooks system. The business office shall be responsible for payroll tax deposits, Form 941 quarterly payroll reports and annual W2 reports. ENTHEOS does not advance salary or make payroll loans without the finance committee's approval.

For salaried employees, the pay periods run from the 1<sup>st</sup>-15<sup>th</sup> and from the 16<sup>th</sup> to the end of the month. Paychecks will be dated the 15<sup>th</sup> for the 1<sup>st</sup> pay period and the 1<sup>st</sup> for the second pay period.

For hourly employees, hours will be reported through the 10<sup>th</sup> and 25<sup>th</sup> of each month, with paychecks being dated the 15<sup>th</sup> and the 1<sup>st</sup>.

Sick/Vacation or personal days are all recorded on an employee time sheet signed by the Director and delivered to the payroll department each pay period. Payroll reports and check stubs will be filed by month.

#### **Expense Reimbursement Sheets**

Employees must have authorization from the Director prior to incurring any expense on behalf of ENTHEOS that is \$300 or more and not from the teacher's individual teacher budget. To receive reimbursement, the employee attaches the original sales receipts to the "Requisition / Reimbursement Request" and submits it to the business office. The receipts must be of sufficient detail to identify what was purchased, where it was purchased and the date in order to be reimbursed.

#### **Reconciliation of Accounts**

The Business Office will reconcile bank statements each month.

#### **Assets & Capitalization**

ENTHEOS will use the Modified Accrual Accounting system. As such, all purchases of assets shall be expensed and run through the regular operating budget. At fiscal year end, all assets over \$3,000 shall be capitalized and depreciated for Financial Presentation reporting purposes.

#### **Cash Management**

The Business Office shall monitor the cash balance of ENTHEOS and alert the Director if it appears that reserves are low enough to jeopardize capability to meet payroll or outstanding obligations. Before making a major purchase, the Director will obtain necessary approvals and coordinate with the Business Office to ensure that payment arrangements can be accommodated with the current cash position.

#### **Purchasing Policies and Procedures**

It is the policy of ENTHEOS to follow a practice of ethical, responsible and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment.

The Business Office shall monitor the cash balance of ENTHEOS and alert the Director if it appears that reserves are low enough to jeopardize capability to meet payroll or outstanding obligations. Before making a major purchase, the Director will obtain necessary approvals and coordinate with the Business Office to ensure that payment arrangements can be accommodated with the current cash position.

ENTHEOS will follow purchasing policies and procurement laws laid out by the State of Utah, and by the Utah Dept. of Education rules.

- Any purchase \$5,000 or more up to \$50,000; two bids will be obtained and reviewed by the finance committee and common sense and prudence will be used in making the decision of which vendor to choose.
- Any purchase of \$50,000 or more; A sealed bid process at a open board meeting will be required with a vote of the board decided the vendor.

**Responsibility for Purchasing**

The school Director shall have the authority to initiate purchases needed to operate necessary school programs, within the guidelines described in this policy manual. The Director shall be responsible for staying within the major categories of the approved budget.

**Authorizations and Purchasing Limits**

The Director may, as-needed, purchase allowable supplies, materials and equipment that fall within the approved budget. The School Director may authorize purchases up to \$5,000. Any purchase over \$5,000 must be approved by an authorized member of the Board of Trustees.

**Ethical Conduct in Purchasing**

Ethical conduct in managing the Organization's purchasing activities is an absolute essential. Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Staff shall notify their immediate supervisor if they are offered such gifts.



ENTHEOS NATIONAL/STATE  
CRISIS PLAN

## 1. what is a crisis?

A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or school and require the combined efforts of the State or other political subdivisions. School facilities must be prepared to respond to an emergency or crisis or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

School emergencies or crisis can be small and easily managed, or they can be large and difficult to manage. Every school emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

## 2. what is the purpose of a crisis plan?

- To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs. Our school's Emergency Operations Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- The Incident Command System (ICS) will be used to manage all emergencies that occur within the school. ICS will be used to perform non-emergency tasks to promote familiarity with the system. All school personnel will be trained in ICS.
- Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being.
- Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation.
- A committee will be established consisting of local law enforcement, fire/EMS, emergency management, and site personnel to develop the Emergency Operations Plan. The committee should consist of site staff from the following disciplines at a minimum:

Administrator (Principal)	Maintenance/Custodian
Chief Administrative Officer	Teachers
Office staff	School Counselor

- Procedures will be developed to provide for disabled and non-English speaking students and staff.
- This plan shall be reviewed annually by the above committee and updated to maintain up to date procedures.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan.

### 3. emergency preparedness plan

#### Introduction

The purpose of this Emergency Preparedness Plan for Entheos is to provide information and direction for all persons with emergency response tasks. This includes civil agencies, school administrators, teachers and support staff, students, and parents.

While the directives and information contained herein serve to increase the overall efficiency and security of Entheos with the prime purpose being on the physical and emotional well being of the students in our charge.

A constant state of readiness to respond to emergencies is the responsibility of the school principal – this includes any orientation or training deemed necessary and the conducting of fire drills a least once each month during school sessions. Also schools shall hold at least one drill for other emergencies during the school year.

#### Bomb Threat

<b>BOMB THREAT CHECKLIST</b>			
<b>Description Detail Report</b>			
<b>Questions to ask:</b>			
1) When is the bomb going to explode?			
2) Where is it right now?			
3) What does it look like?			
4) What kind of bomb is it?			
5) What will cause it to explode?			
6) Did you place the bomb?			
7) Why?			
8) What is your address?			
9) What is your name?			
Exact wording of the threat: _____			
_____			
_____			
Sex of Caller: _____	Sex of Caller: _____	Sex of Caller: _____	Sex of Caller: _____
Length of call: _____	Length of call: _____	Length of call: _____	Length of call: _____
Date: _____	Date: _____	Date: _____	Date: _____
Number at which call was received: _____			
<b>Notes:</b>			

The custodian or administrator will proceed to lock and secure all exterior doors, including restrooms

Be calm and courteous. Listen: Do not interrupt the caller. Carefully attempt to keep caller on the telephone as long as possible and discretely alert someone else by a prearranged signal to call "911" and have the call traced.

Dial "911" – tell the operator. "This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is \_\_\_\_\_. Please trace the call."

If the caller is agreeable to further conversation, politely ask the following:

- When will the bomb go off? How much time is remaining?
- Where is the bomb located? What part of the building?
- What type of a bomb is it?
- Why are you doing this?
- Who are you? Where are you now?
- If building is occupied, inform caller that detonation of a bomb will cause injury or death.
- Attempt to identify.
- Document the telephone conversation.
- The principal shall determine whether to evacuate the building(s) threatened.
- The principal should determine whether to call the fire and/or police department if, in his/her opinion is warranted.
- Notify the Chief Administrative Director.
- Resume school when it is determined safe by the proper authorities.
- Do not publicize the threat any more than necessary.

#### Chemical Spills

1. Convey warning to school personnel through intercom, messenger, or through another communication source.
2. Contact law enforcement and/or fire department (911). Determine action to be taken.
3. Announce emergency response to be taken as one of the following:
  - o In-house shelter – shut windows and doors, and turn off outside vent fans.
  - o Temporary evacuation – avoid contaminated area while evacuating school; do not reenter until spill is cleaned up by trained personnel.
  - o School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined emergency procedures.
4. Inform Chief Administrative Officer.
5. Teachers will be directed to account for all students under their supervision.
6. If evacuation is necessary, use the primary or secondary gathering area depending on which location is up wind of the spill area. Prevailing winds are a consideration.
7. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

### Civil Disturbance

Civil Disobedience is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the schools and laws relating to the conduct of schools and the welfare of students.

1. Notify Law Enforcement Agency or School Resource Officer (911) of situation and request assistance.
2. The custodian or administrator will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.
3. Teachers will be directed to lock and close their classroom doors.
4. Notify Chief Administrative Officer of situation.
5. Upon command from authority in charge (usually principal), all faculty members will keep their students within their locked classrooms until further notice regardless of the bells and schedule.
6. Drapes and/or blinds should be closed in rooms so equipped. Any other precautions should be taken to protect personnel from flying glass should the window be broken.
7. Accurate records of events, conversations, and actions should be kept.
8. Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

Students:

1. Report all threats to your principal, teacher or advisor.
2. If immediate danger is present – LEAVE THE AREA. Do not attempt to control the violent person.
3. Call 911 and notify authorities of the situation. Notify co-workers.
4. Become aware of escape routes and use other protective measures.
5. STALKING is a form of violent threat. Report to administrator any stalking incident.
6. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

### Earthquake

1. When an earthquake strikes, assume the preferred defensive position: kneeling under a desk or table, while holding tightly to its legs.
2. If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
3. If possible, stay away from windows.
4. Remain in these positions until you are reasonably certain the quaking has stopped or until further instructions have been given from the school office.
5. Evacuate the school building when it has been deemed safe and appropriate as predetermined evacuation procedures.
6. Once outside, stay clear of building, trees, poles, and power lines.
7. Assemble in predetermined areas and account for all students.
8. Remain in assembly areas until situation is assessed and further directions are given.
9. Coordinate further response with authorities, including Chief Administrative Officer.



10. **Signal or alert is** \_\_\_\_\_ **Action is** \_\_\_\_\_

### Emergency 911

Incident Commander or designee:

1. Verify information.
2. Identify Command Post
3. Call 911 (if necessary).
4. Seal off high-risk area.
5. Convene crisis team and implement crisis response procedures.
6. Notify Chief Administrative Officer.
7. Notify students and staff (depending on emergency; students may be notified by teachers).
8. Evacuate students and staff if necessary.
9. Refer media to school spokesperson (or designee).
10. Notify community agencies (if necessary).
11. Implement post-crisis procedures.
12. Keep detailed notes of crisis event.

Teachers:

1. Verify information
2. Lock classroom doors, unless evacuation orders are issued.
3. Warn students, if advised.
4. Account for all students.
5. Stay with students during an evacuation. Take class roster.
6. Refer media to school spokesperson (or designee).
7. Keep detailed notes of crisis.

### Evacuation Routes and Checklist

A building evacuation map with all marked exits will be given to each staff member. Depending on the location of each staff member's classroom will depend on which route they will take in order to exit the building. There will be a pre-designated location with an alternate location for all students/staff to assemble for roll call.

**Evacuation:**

1. Incident Commander (IC) issues evacuation procedures.
2. IC determines if students and staff should be evacuated outside of the building or to ALTERNATE LOCATION.
3. IC notifies relocation center.
4. Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.

Teachers:

1. Close all windows.
2. Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
3. Place evacuation sign in window.
4. Lock doors.
5. Direct students to follow normal evacuation drill procedures unless IC alters route.
6. Take classroom roster and emergency kit.
7. Close classroom doors and turn out lights.
8. When outside building, account for all students. Inform principal or IC immediately of missing student(s).
9. If students are evacuated, stay with class. Take roll again when you arrive at the relocation center.

**Lockdown/Shelter-in-Place:**

Lock-down procedures may be issued in situation involving dangerous intruders or other incidents that may result in harm to persons inside school building.

1. IC will issue lock-down order b y announcing a warning over the PA system, sending a messenger to each classroom or other alternate method.
2. Direct all students, staff and visitors into classrooms.
3. Lock classroom doors.
4. Cover window of classrooms.
5. Move all persons away from windows and doors.
6. Have all persons get down on the floor.
7. Allow no one outside of classrooms until the IC give the all-clear signal.

**Reverse Evacuation:**

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown once inside.

1. Identify safe areas in building.
2. IC warns students and staff to assemble in safe areas. Bring all persons inside building.
3. Teachers take class roster.
4. Close all exterior doors and windows.
5. Turn off any ventilation leading outdoors.
6. Cover up food not in containers or put in the refrigerator.
7. If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
8. Teachers should account for all students after arriving in safe area.
9. Office personnel must contact each teacher/classroom for a headcount.
10. All persons must remain in safe areas until notified by IC or emergency responders.

## Fire

1. Convey warning to school staff and students by alarm, a series of short bells, or some other appropriate signal.
2. Quickly and safely evacuate building as per predetermined evacuation routes to designated outside meeting areas at least 1000 feet from building.
3. Individual students or groups of students who are not in their classrooms should evacuate by moving immediately to the nearest safe exit.
4. First student to exit classroom should hold the door open until all students have departed from the classroom.
5. If possible, students should randomly grab coats as they exit the classroom.
6. Teacher should close door and exit last, being sure to take their emergency information folder, including attendance book and/or class list.
7. Doors should remain unlocked.
8. Account for all students, remaining calm while maintaining order.
9. Concurrent to evacuation, fire and police departments should be notified (911).
10. Concurrent to evacuation, Chief Administrative Officer should be notified.
11. Coordinate next response with authorities.
12. Notify authorities of unaccounted students.
13. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

## Hostage Situation/Intruder in Building/Shooting

### Administration:

1. Call "911". Take immediate cover. Avoid confrontation with the intruder before the police arrive.
2. Principal or acting administrator will sound a pre-planned alarm or coded message.
3. Teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to another location by the police.
4. Teachers take an accurate count of students.
5. Notify Chief Administrative Officer. Refer media contacts to school principal or Chief Administrative Officer.
6. Note the location, number of persons involved and a description of the suspect(s).
7. Remain calm and keep all conduct in line with best interest of students and staff.
8. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

## Medical Emergencies

1. Appropriate first aid for minor injuries, including small wounds, sprains, foreign bodies in the eye, minor burns, and fractures, requires proficiency with bandages and splints, and in applying dressings.
2. For major injuries, assess the situation and give immediate and appropriate treatment.

3. Take care to preserve life.
4. Take steps to prevent the condition from worsening.
  - a. Protect the individual from further harm
  - b. Provide reassurance to the injured person.
  - c. Maximize comfort for the injured person.
  - d. Call 911 if injury warrants immediate life-threatening treatment.
  - e. Notify parents of injuries that may require additional care.
  - f. Help arrange for the injured person to be seen by a physician or taken to the hospital.

Note: All staff should have regular training in first aid procedures for medical emergencies, including appropriate treatment for bleeding and fractures, as well as practice in transporting injured persons appropriately.

**Emergency First-Aid Checklist and Accident - Injury Report forms can be found at the back of this packet. After using a form, be sure to get a replacement at the main office.**

#### Natural Gas Leak

1. Convey warning to school personnel through intercom, messenger, or through another communication source.
2. Instruct custodial staff to shut off natural gas to the building (school principal will shut off gas if custodian is not available).
3. Evacuate building as per predetermined plan.
4. Assemble students and staff as far away from building as safely as possible.
5. Notify Gas Company, fire department, local police, and other appropriate agencies.
6. Notify Chief Administrative Officer.
7. Teachers will account for all students under their supervision.
8. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

#### Nuclear Problems

1. Convey warning to school personnel through intercom, messenger, or through another communication source.
2. Coordinate emergency response with law enforcement (911) and other local authorities.
3. Teachers will be notified to close doors and windows.
4. Students will be asked to take cover as in an earthquake, and to refrain from looking outside.
5. Teachers will account for and control all students until they are otherwise instructed.
6. Administration will maintain contact with current information by way of radio.
7. If evacuation is required, procedures will follow predetermined routines.
8. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

## Power Outage

### Administration:

1. Contact Power Company to determine extent of power outage.  
Utah Power & Light 1 (877) 548-3768
2. Communicate with Chief Administrative Officer as to length and extent of problem.
3. Obtain Directive from Chief Administrative Officer whether to dismiss or finish school day.
4. If evacuation is necessary, follow EVACUATION PLAN.

### Teachers:

1. Conduct school as usual until directed otherwise by administration.

### Students:

1. Follow teacher's instruction and continue schoolwork.
2. **Signal or alert is \_\_\_\_\_ Action is \_\_\_\_\_**

## Serious Injury/Death

### If incident occurred in school:

1. Call 911.
2. Notify CPR/first aid certified persons in school building or medical emergencies.
3. If possible, isolate affected student/staff member.
4. Notify Incident Commander.
5. Incident Commander notifies Chief Administrative Officer.
6. Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
7. Incident Commander notifies parent(s) or guardian(s) of affected student.
8. Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
9. Determine method of notifying students, staff and parents.
10. Refer media to \_\_\_\_\_(name) \_\_\_\_\_(telephone numbers)

### If incident occurred outside of school:

1. Activate school crisis team.
2. Notify staff before normal operating hours.
3. Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
4. Refer media to \_\_\_\_\_(name) \_\_\_\_\_(telephone numbers)

### Post-crisis intervention:

1. Meet with (school counselor) and (school principal) to determine level of intervention for staff and students.
2. Contact other school counselors in the area to ask for assistance with the counseling and debriefing of students and staff.

3. Designate rooms as private counseling areas.
4. Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
5. Debrief all students and staff.
6. Assess stress level of all students and staff.
7. Recommend professional counseling services to overly stressed students and staff.
8. Follow-up with students and staff who received counseling.
9. Designate staff person(s) to attend funeral.
10. Allow for changes in normal routines or test schedules to address injury or death.

### Student Unrest

1. Notify police, if necessary.
2. Ensure the safety of students and staff first.
3. Contain unrest. Seal off area of disturbance.
4. Notify Incident Commander.
5. Incident Commander notifies Chief Administrative officer.
6. Warn staff. Incident Commander may issue lock-down (see Lock-Down Procedures section).
7. Shut off bells.
8. Move students involved in disturbance to an isolated area.
9. Meet with student representatives to address issues.
10. Document incidents with cassette recorder or take detailed notes.

### Teachers:

1. Keep students calm.
2. Lock classroom doors.
3. Do not allow students to leave the classroom until you receive an all-clear signal from Incident Commander.
4. Make a list of students that are absent from classroom. Document all incidents.

### Suicide

#### Suicide attempt in school:

1. Verify information.
2. Call 911.
3. Notify school counselor and Incident Commander. Incident Commander notifies parent(s) or guardian(s) if suicidal person is a student. Incident Commander may schedule meeting with parents and school counselor to determine course of action.
4. Calm suicidal person.
5. Try to isolate suicidal person from other students.
6. Ask suicidal person to sign a "no suicide contract".

7. Stay with person until counselor or parent arrives. Do not leave suicidal person alone.
8. Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
9. Activate school crisis team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death/Serious Injury:

1. Verify information.
2. Activate school crisis team.
3. Incident Commander notifies Chief Administrative Officer.
4. Notify staff in advance of next school day following suicide or attempted suicide.
5. Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
6. Implement post-crisis intervention.

Post-crisis intervention:

1. Meet with (school counselor) and (school principal) to determine level of intervention for staff and students.
2. Contact other school counselors in the area to ask for assistance with the counseling and debriefing of students and staff.
3. Designate rooms as private counseling areas.
4. Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
5. Assess stress level of staff. Recommend counseling to overly stress staff.
6. Refer media to (Principal) or (CAO). Do not let media question students or staff.
7. Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

Terrorist Event

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

**Nuclear:**

Defense against nuclear weapons depend primarily on distance from the point of detonation. If time permits:

1. Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
2. Close all doors leading into hallways to minimize flying glass.
3. All people assume the **duck, cover and hold** position on the ground.
4. Shut down all utility systems to the building (gas and electricity are priorities).
5. Shelter in place to protect from fall out if attack is far enough away.
6. Keep students and staff inside building. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

**Biological:**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incident of various symptoms. Should an attack be discovered while in progress the school should:

1. Reverse-evacuate all people into school building.
2. Shelter in place (do not use basements or low lying areas).
3. Close all doors and windows.
4. Shut down the HVAC system (limit airflow from outside).
5. Seal doors, windows, and vents with plastic and duct tape.
6. Keep students and staff inside building. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

**Chemical:**

1. Reverse-evacuate all people into school building.
2. Shelter in place (do not use basements or low lying areas).
3. Close all doors and windows.
4. Shut down the HVAC system (limit airflow from outside).
5. Seal doors, windows, and vents with plastic and duct tape.
6. Be prepared to treat students and staff who experience a reaction to the chemical agent.
7. Keep students and staff inside building. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

**Conventional:**

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:

1. Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
2. Close all doors leading into hallways to minimize flying glass.
3. All people assume the **duck, cover and hold** position on the ground.
4. Shut down all utility systems to the building (gas and electricity are priorities).
5. Shelter in place to protect from fall out if attack is far enough away.
6. Keep students and staff inside building. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

If the school is the target:

1. Evacuate to pre designated off site location(s).

**Weapons**

2. Call police if a weapon is suspected to be in school.
3. Ask another staff member or school resource office (SRO) to join you in questioning suspected student or staff member.
4. Accompany suspect to private office to wait for police.



5. Conduct search with police or SRO.
6. Have SRO or police inform suspect of his/her rights and why you are conducting search.
7. Keep detailed notes of all events and why search was conducted.
8. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
9. If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

### Weather

Severe weather watch has been issued in an area near school:

1. Monitor Emergency Alert Stations or NOAA Weather Stations.
2. Bring all persons inside building.
3. Close windows and blinds.
4. Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
5. Review "drop, cover and hold" procedures with students.

Severe weather warning has been issued in an area near school or severe weather has been spotted near school:

1. Shut off gas.
2. Move students and staff to safe areas.
3. Remind that students are in "drop, cover and hold" positions
4. Account for all students.
5. Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

## 4. emergency first-aid checklist

Emergency First-Aid Checklist			
ACTIVITY	YES/NO	DUTIES AND PROCEDURES	DONE
		1. Name and phone number? 2. Location and number of victims? 3. What happened to victim? 4. Victim's condition? 5. Victim's approximate age and gender? 6. What is being done for the victim?	
<b>Apply PPE</b>		Gloves, mask, gown, respirator, or appropriate for the incident	
<b>Check the victim</b>		<b>Level of Consciousness</b> Alert Responds to verbal command Responds to pain Unresponsive <b>Airway</b> Check for foreign material Check for tongue Tilt head back/lift chin (if no neck/spine injury) <b>Breathing</b> Look Listen Feel the chest for movement <b>Circulation</b> STOP ANY BLEEDING Temperature    Warm, Hot, Cool, Cold Moist            Wet, Dry Skin              Pale, blue/grey, red, yellow	
<b>What happened? Contributing factors</b>		<b>S</b> = Signs and Symptoms <b>A</b> = Allergies <b>M</b> = Medications <b>P</b> = Previous Problems <b>E</b> = Events leading to the situation	
<b>Physical Examination</b>		<ul style="list-style-type: none"> <li>• Pain when Touched</li> <li>• Bleeding or other wounds</li> <li>• Area swollen or deformed</li> <li>• Abnormal sensation or movement</li> </ul>	
<b>Monitor</b>		Monitor until help arrives/patient is stable	

## 5. notice of first-aid care

### Notice of First Aid Care

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Destination: (if not presently on site) \_\_\_\_\_

Transporting Agency: (if not presently on site) \_\_\_\_\_

Time: \_\_\_\_\_

Remarks:

Please sign and return one copy to school. Retain a copy for your records.

\_\_\_\_\_

PARENT'S SIGNATURE

\_\_\_\_\_

SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student

1 copy stays with teacher or medical treatment team records

## 6. emergency contacts

Public Safety Agencies	Number	
General Emergency	911	
Police/Sheriff/Fire	569 - 5270	
Poison Control	1800 222-1222	
Hospital	Jordan Valley 561 - 8888 Pioneer 964 - 3100 Primary Children's 588 - 2000	
Health Department	288 N 1460 W 4 Salt Lake City, UT 84116 - 3231 (801) 538-6111	
Mental Health Department	Salt Lake County Of A-160 Valley Mental Health ARTEC (801) 284-4900	
City Police Chief	Police Department 5025 S State Murray, UT 84107 (801) 264-2673	North Salt Lake Police Dept 17 S Main North Salt Lake, UT 84054 - 2512 (801) 936-3880
Fire Chief	West Jordan City Fire Department (801) 260-7300	
Other Agencies		
Applied Technology College	Utah State Government Applied Technology Education (801) 538-7840 Schools-Public Jordan Applied Technology Center 9301 S Wight Fort Rd WEST JORDAN UT 840888850 (801) 256-5900	
City Transit Center	Salt Lake City Of Bus Information-UTA-TRAX RIDE UTA	
Emergency Management Director	Salt Lake City Of Emergency Management (801) 535-6030	
Juvenile Justice (Probation Officers – main office)	Salt Lake County Of District Attorney-Salt Lake County Juvenile Division 111 E Broadway SALT LAKE CITY UT 841115225 801) 366-7874 Schools-Public Juvenile Receiving (801) 646-4680	
Youth Center	Schools-Public Wasatch Youth Center Granite School District 3534 S 700 W SALT LAKE CITY UT 841194120 (801) 265-5825	
Child and Family Services	Division Of Child & Family Services (801) 492-3320	
Child Abuse and Foster Care After Hours and Holidays	Salt Lake City Of Toll Free-Dial 1 & Then Child Abuse Hotline (800) 678-9399 24 hour (801) 281-5151	
Service for People with Disabilities	Division Of Services For People With Disabilities 861 E 900 N AMERICAN FORK UT 840039132 (801) 763-4100	

## 7. public information release

### PUBLIC INFORMATION RELEASE

Check ( ) as appropriate: School \_\_\_\_\_

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

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

\_\_\_\_\_ has just experienced a(n) \_\_\_\_\_

The (students/employees) [(are being) or (have been)] accounted for.

No further information is available at this time.

Emergency medical services [(are here) or (are on the way) or (are not available to us)].

Police [(are here) or (are on the way) or (are not available to us)].

Fire Dept. /paramedics [(are here) or (are on the way) or (are not available to us)].

\_\_\_\_\_ [(are here) or (are on the way) or (are not available to us)].

Communication center(s) for parents (is/are) being set up at \_\_\_\_\_  
to answer questions about individual students.

Communication center(s) for families (is/are) being set up at \_\_\_\_\_  
to answer questions about individual employees.

Injuries have been reported at \_\_\_\_\_ and are being treated at the site by  
(staff/professional medical responders). (#) \_\_\_\_\_ reported injured.

Students have been taken to a safe area, \_\_\_\_\_, and are with [(classroom  
teachers/staff) or ( \_\_\_\_\_)].

(#) Students have been taken to the local emergency room for treatment of serious injury.  
Parents of injured students should go to the emergency room at \_\_\_\_\_

(#) Confirmed deaths have been reported at \_\_\_\_\_  
Names cannot be released until families have been notified.

Structural damage has been reported at the following sites:

Release restrictions  No  Yes  
If yes, what?

Released to the public as Public Information Release # \_\_\_\_\_

Date/Time: \_\_\_\_\_

## 8. sample school-parent letter

[Date]

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in Utah are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. **SCHOOL NAME** has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School green emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn your radio to [radio stations] for emergency announcements. If students are to be kept at school, radio stations will be notified. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Principal  
**SCHOOL NAME**

# 9. site status report

## Site Status Report

TO: \_\_\_\_\_ FROM: (name) \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PERSON IN CHARGE AT SITE: \_\_\_\_\_

Message via: 2-way Radio \_\_\_\_\_ Telephone\_\_ Messenger \_\_\_\_\_

### **EMPLOYEE/STUDENT STATUS**

	Absent	Injured	# Sent to Hosp./med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

### **STRUCTURAL DAMAGE** Check damage/problem and indicate location(s).

Check <input type="checkbox"/>	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	Other (list):	

**MESSAGE:** (include kind of immediate assistance required; can you hold out without assistance/how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

## 10. approval statement

The School Safety Plan for Entheos has been reviewed and found to comply with the Local City Emergency Response Plan, minimum and/or recommended requirements.

\_\_\_\_\_  
Principal                      \_\_\_\_\_                      Date                      \_\_\_\_\_                      Board President                      \_\_\_\_\_                      Date

\_\_\_\_\_  
Law Enforcement                      \_\_\_\_\_                      Date                      \_\_\_\_\_                      Fire/EMS                      \_\_\_\_\_                      Date





ENTHEOS POLICY MANUAL  
DEFINITIONS

## definitions

**Abusive/Profane Language.** The act of uttering distasteful, offensive language for the purpose of debasing the dignity of another person.

**Academic Dishonesty/Plagiarism.** Taking credit for oneself and not giving credit to the source for written and oral expression authored and/or prepared by another, cheating on exams, etc.

**Alcohol and Drug Use.** Use, possession of, being under the influence of, or the sale and distribution by students on school property at district activities, of alcohol or illicit substances.

**Arson/Attempted Arson/Burning.**

A. Arson. Malicious, intentional burning of any property belonging to, rented by or on loan to the district or property of students or school personnel.

B. Attempted Arson. Intentionally trying to start a fire but no fire starts; e.g. throwing a lighted match into a trash container but no fire starts.

C. Burning. Setting fire to, or doing any act which results in the starting of a fire or aiding, counseling, inducing, persuading or procuring another to do such an act or acts.

**Assault.**

A. Fighting. Engaging in physical contact such as pushing, horseplay, shoving and/or hitting.

B. Physical Assault. An attack by one person against another wherein the offender recklessly attempts to inflict physical harm, such as broken bones, loss of teeth, internal injury, or loss of consciousness; or use of a weapon or its display in a threatening manner.

C. Verbal Assault. Verbal assault is defined as "any willful threat to inflict physical injury upon another person under circumstances that create a reasonable fear of imminent physical injury, coupled with an apparent ability to inflict such physical injury.

**Behaviors Considered Inappropriate.**

A. Profane/Obscene Language and Gestures. Students shall not verbally, in writing, electronically, with photographs or drawings, direct profanity or insulting, obscene gestures toward any other person.

B. Open Defiance/Willful Disobedience. Refusing to comply, either verbally or non-verbally, with a direction or instruction of a staff member.

C. Displays/Images. Applying profane, obscene, sexist, racist or other decorations to a locker or any area or surface which disrupts the educational process or interferes with teaching and learning.

**Bomb Threat.** Making a bomb threat or similar threat directed at a school building, other school property or a school related event.

**Bullying.** The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions.

**Burglary.** Entry into unopened school property, without authorization, for the purpose of committing a crime.

**Computing Environment.** A collection of computers, software, televisions, and network wiring that support the processing and exchange of electronic information within the district and provide access to selected electronic information resources outside the district.

**Controlled Substance.** Illegal or unauthorized medicines, inhalants, drugs or narcotics including but not limited to: Marijuana, Heroin, Cocaine, LSD, Barbiturates, Amphetamines, Drugs manufactured for use with animals and drug paraphernalia, on school property or at any school sponsored activity.

**Deliberate Misuse of Property.** Intentionally using, without proper permission, property belonging to another or the school, in a manner likely to damage the property.

**Disruptive Conduct.** Inappropriate behavior that disturbs the regular or normal functions of the school.

**Drugs.** Alcohol, controlled substances and all mood-altering substances that have not been medically prescribed for the student.

**Due Process.** A safeguard that protects the rights of individuals.

**Emergency Removal.** Removal from the school without an informal hearing if a student poses a danger to him or herself or other persons or property, or is an ongoing threat to disrupting the academic process.

**Ethnic/Racial Harassment.** The malicious and intentional act of harassing another person due to the individual's color, ethnic origin, or race.

**Expulsion.** Removal of a student by the Board of Trustees from the entire system on a permanent or time-limited basis.

**Extortion.** Forcing other person/persons to act against their will, such as demanding money, property, etc.

**False Fire Alarm.** Reporting or setting off a fire alarm without reasonable belief that a fire exists.

**Firecracker or Explosive.** A paper cylinder or sphere containing an explosive; a compound or mixture susceptible to bursting with violence such as gunpowder, nitroglycerine or volatile gas.

**Forgery.** Signing another person's name to any document; altering or falsifying documents.

**Formal Hearing.** A procedure that occurs when a suspension of more than ten days is recommended by the administrator who conducted the informal hearing. The formal hearing is conducted by a three-person hearing panel. The student has a right to an advocate, to call witnesses, to question the accusers and witnesses, and to have a copy of the proceedings for a possible appeal.

**Gambling.** Illegal participation in games of skill or chance for money and/or other items of value.

**Gang.** An identifiable group of people (highly organized or loosely structured) who form an alliance for a common purpose which identifies with or claims territory in the community. Members engage either individually or collectively in antisocial or unlawful activity/activities and frequently create an atmosphere of fear and intimidation.

**Gang-Identifying Terms.** Clothing, accessories, make-up, markings, or other items/material that identifies a student as a member of a gang.

**Inappropriate Dress.** Dressing or grooming in a manner, which interferes or disrupts the educational process, interferes with the maintenance of a positive teaching/learning climate, or compromises reasonable standards of health, safety and decency?

**Informal Hearing.** Presentation of charges and consequences are given to the student and the parent with an explanation of evidence. The student tells his/her side of the story. Problem solving with the student is an option.

**In-School Suspension.** An action that temporarily denies a student the right to attend scheduled classes and requires attendance in a special behavior management program held in the school.

**Insubordination.** Failure to obey, comply with, or carry out a reasonable directive from any school employee.

**Interference with School Personnel.** Threats, harassment, or violence used to prevent school personnel from taking care of their responsibilities.

**Intimidation.** Threats -- verbal or physical -- with intent to inflict fear, injury, or damage, and to prevent another from acting in accordance with personal choice or school policies.

**Loitering.** Remaining in or around the school building without permission and staff supervision.

**Make-Up Work.** Course work assignments missed during a short-term suspension are provided to the suspended student and must be completed and returned to the teacher.

**Major Vandalism.** Damage that costs more than \$100 to repair or replace the goods, or damage involving a substantial disruption of school activities, such as the destruction of school records.

**Off Limits.** Entering a location in a building or any school property that has been restricted from student use.

**One-Day Suspension.** An action which temporarily denies a student the right to attend classes and activities for one school day. Students will have make-up privileges.

**Possession of Stolen Property.** Having in one's control or possession, property that has been stolen and which the possessor has reasonable cause to believe has been stolen, or possession without permission of property belonging to another.

**Reckless Vehicle Use.** Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health, safety, property or to disrupt the educational process.

**Robbery.** Taking property from a person by force or threat of force.

**Sexual Harassment.** See Harassment.

**Sexual Misconduct:**

A. Consensual Sexual Misconduct. Mutually consensual sexual contact including but not limited to intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas.

B. Non-Consensual Sexual Misconduct. Unwanted or unwelcome sexual contact including but not limited to intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas.

**Suspension.** Removal from school for a specified period of time by authorized school personnel

**Technology Use.** Students are prohibited from using district technology resources and equipment for personal or private business, product advertisement, political lobbying, or making any financial commitments on the Internet. Students shall not tamper with computers or network components in a way that will make them either temporarily or permanently inoperable.

A. Inappropriate/Unauthorized Use of the Internet (Web) and Electronic Mail.

Students shall not access, view, receive or send communications that are disruptive, obscene, pornographic, profane, vulgar, harassing, threatening or otherwise prohibited by law. Students shall not send messages with explicit or implied threats to do personal harm or destroy property. Students shall not knowingly receive or send a computer file or computer program that may harm the computing environment or its resources, e.g., a program containing a virus. Students shall not provide any personal information via the Internet nor shall they join or participate in a "chat" or "instant messaging" or other electronic communication on the Internet. Use of electronic mail is only supported for staff and selected class projects. Student shall not use district computer resources or equipment to access the various free e-mail accounts via the Internet or engage in "hacking" and other unlawful activities.

B. Inappropriate and/or Illegal Use of Software. Students shall not copy software without the permission of the publisher. Illegal installation of copyrighted software for use on district computers is prohibited. Students shall not use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.

C. Inappropriate Use of password(s). Students shall not try to gain access to other passwords or use passwords that belong to another person. Students shall maintain the privacy of passwords and are prohibited from publishing or discussing passwords.

D. Unauthorized Access to Files. Computer files are considered to be personal property. Students shall not attempt to "hack" or otherwise alter programs or files that they do not own. Students shall not access or modify other accounts, data files and/or passwords without authorization.

**Theft.** Stealing or unlawfully taking property belonging to the school district or another person with the intent to deprive the rightful owner of its possession.

**Threat of Violence.** Words or actions that may threaten to do injury to another or others.

**Tobacco and/or Smoking Paraphernalia Possession/Use.** Possession or use of tobacco in any form and/or smoking paraphernalia on or adjacent to school property or at school activities.

**Trespassing.** Entering any school property/facility without proper authority; includes any school entry during a period of suspension or expulsion.

**Truancy.** Absence from school, class, study hall, or other assignments without permission of parents or school officials.

**Vandalism.** Intentionally destroying, mutilating, or defacing objects or materials belonging to the school, school personnel, or other persons.

**Weapons:**

A. Dangerous Weapon. a dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles; or, any other weapon as set forth in 18 USC&921. Also, any electronic device that inflicts or causes pain or suffering is likewise considered a weapon.

B. Other Weapon. Any object or instrument including a replica, facsimile or look-alike of such object or instrument, the principal use of which is to inflict injury, physical pain or physical harm. The term "other weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person. Chemical or toxic substances, e.g., mace, pepper spray, etc., are included in this category.