1.1 ENROLLMENT AND LOTTERY POLICY

An Open Enrollment period is established each year as the commencement of enrollment for the upcoming school year. Open Enrollment dates will be posted on the website and made available through the school calendar.

Open Enrollment is for all families with new students for the next school year, including:

- Any children who are currently on the Vanguard Academy waitlist for the current school year
- Any non-registered children and siblings of Vanguard Academy founding families
- Any non-registered siblings of students that are already registered and attending Vanguard Academy for the current school year
- All other non-registered children who wish to attend the Academy

Returning students will need to fill out an Intent to Return Form and submit to the Office.

Submission of an enrollment form during the Open Enrollment period does not guarantee admission of any child. If the number of applicants during the Open Enrollment period exceeds capacity for any grade level, a random lottery will be held in accordance with state and federal law. Should a lottery become necessary it will be scheduled and announced. Your enrollment form must be received by the posted due date to be included in the lottery. Priority is given to children of Founding Parents, children of Vanguard Academy teachers, and siblings of children already attending Vanguard Academy.

Once the Open Enrollment/Lottery results have been determined, families will be notified individually of their acceptance or wait-list status. Upon notification of acceptance, families will be provided with required admission acceptance materials and a firm deadline to complete student registration for the school. If the space remains unclaimed after the deadline, it will be offered to the next wait-listed student.

Remaining applicants from the lottery will be numbered on a wait-list according to their priority, and accepted as enrollment openings become available. Wait-lists are arranged in the following priority:

- Children and grandchildren of Founders
- Children and grandchildren of Board Members
- Siblings of registered students
- Children of Vanguard Academy employees
- All other children

Keeping families together is a priority to Vanguard Academy. If all family members are not accepted in an initial lottery, they will be eligible for sibling preference and accepted as enrollment openings become available.

Vanguard Academy cannot be responsible for applications that are late, incomplete, or contain misinformation therein. It is the responsibility of the applicant to ensure that Vanguard Academy has correct information, including a valid email address.
Please note: Because of the lottery process which is used each year to determine admission, Vanguard Academy cannot maintain wait-lists for classes beyond the current school year. Wait-listed children who are not accepted to the school during the year must undergo the Open Enrollment and Lottery process again for the following year if they wish to continue to be considered for registration.

Approved: 10-14-14
1.2 DUAL ENROLLMENT

Purpose: To provide an understanding of dual enrollment provisions by Vanguard Academy.

Definition: Dual enrollment means simultaneous enrollment in a home school or an established private school while also enrolled and attending at Vanguard Academy.

Policy: Vanguard Academy offers dual enrollment to students who desire to be simultaneously enrolled at Vanguard Academy as well as in a home school or a regularly established private school under the following conditions:

- The student will have a minimum attendance at Vanguard Academy approximately three quarters (3/4) of the weekly instructional time.
- The parent provides a written request with a rationale for released time away from Vanguard Academy, and receives authorization from the Director.
- If the student is a special education student, the IEP team will meet to determine an appropriate IEP.
- Students may enroll in an additional 2 classes while attending full time at Vanguard Academy.

Approved: 08/15/2015
1.3 IN-SCHOOL TRANSFER

Students who are currently enrolled within the school who wish to change the grade for which they are enrolled will be considered on an individual basis by the school administration and/or the Board of Directors. Upon approval, the child will be placed on the In-School Transfer Wait-List for the appropriate grade. The child will be moved into the requested grade as space becomes available.

If circumstances change and it becomes necessary to place the same student into another grade, the student will once again be considered on an individual basis by the school administration and/or the Board of Directors. Upon approval, the same student will be placed on the In-School Transfer Wait-List for the appropriate grade. The child will be moved into the appropriate grade as space becomes available.

However, if circumstances change again and it becomes necessary to place the same student into another grade, the student will once again be considered on an individual basis by the school administration and/or the Board of Directors. Upon approval, the same student will be placed at the BOTTOM of the Sibling Wait-List for the appropriate grade. The child will be moved into the desired grade as space becomes available.

Approved: 08/15/2015
1.4 CLASS CHANGE (After the 1st week of the semester)

Parents/Students who would like to request a class change(s) for their student should follow the Procedure for Class Change Request (outlined below). This procedure is an open process and should involve discussion between the teacher, the parent, and the Counselor throughout. If at any time during this process the Director is not available to attend a scheduled meeting, the appointment shall be rescheduled. An exception to the progression outlined below may occur if the Counselor or the parent believes that circumstances necessitate.

Procedure for Class Change Request

1. Class change requests before the class begins will be accepted and requests will be fulfilled to the extent possible.
2. Concerns regarding an individual teacher should be first and foremost handled with the teacher. Parents should arrange an appointment to speak with the teacher and express concerns in open discussion. During this appointment, parents should discuss with the teacher expectations for change and solutions to the situation which will address teacher/class, student, and parent concerns.
3. In a situation where a parent feels that the meeting with the teacher did not produce satisfactory results, the parent should arrange a meeting with the teacher and the Counselor to review the concern and the lack of satisfaction in the results.
4. During the meeting with the parent, the teacher, and the Counselor, specific goals/expectations will be set by the Counselor together with a timeline for implementation. A date will be determined to meet again and discuss progress toward the goals/expectations. These goals/expectations will be set by the Counselor with the needs of parents, teachers, and students in mind and may include goals for any or all parties involved.
5. At the appointed time, the School Counselor will contact/meet again with parents and discuss progress toward the goals/expectations. In the case where no marked progress toward the goal/expectations has been made, discussion will begin regarding moving the student to another class. The Counselor will consider space, based on current policy, in offering a parent/student a position in another class.
6. Fees will apply to all class changes after the last day to change date.

Approved: 08/15/2015
1.5 CLASS SIZE EXPANSION

Vanguard Academy is committed to keeping class sizes and teacher-student ratios small, and therefore limits most class sizes to 25 students. At the same time, the school recognizes that on occasion there may be extenuating circumstances that justify a class size increase above 25 students. Class size is critical to the success of students, teachers, and the school as a whole; therefore, the option to expand class size above 25 students should only be exercised in rare instances and when no other option exists. Depending upon the circumstances at hand, the Director may decide at his/her discretion whether or not to allow a class size increase, or seek the guidance/decision of the Board of Directors.

Approved: 08/15/2015
1.6 WITHDRAWAL POLICY

Purpose: To provide information about withdrawal requirements and procedures, and to make provision for the retrieval of school materials, collection of personal belongings, settlement of outstanding/reimbursable fees, and opportunity for constructive feedback.

Definitions: Membership means a student is on the current roll of Vanguard Academy. A student is a member of a class or school from the date of entrance at the school until official removal from the class or school due to the student having left the school. Withdrawn means a student has been officially removed from the school’s rolls and is no longer counted in the student membership.

General Provisions: Students already enrolled and attending Vanguard Academy are automatically re-enrolled and counted in the school’s student membership for the following school year, unless they are appropriately withdrawn. In accordance with statute, the parent or guardian of a student may withdraw their student(s) from Vanguard Academy for enrollment in another charter school or a school district by:

1. Submitting notice of intent to enroll their student(s) in the district of residence for the subsequent year to the student’s charter school no later than June 30 of the current school year.

2. Submitting notice of intent to enroll their student(s) in another charter school for the subsequent school year to Vanguard Academy, together with a letter of acceptance from the proposed charter school of attendance, no later than June 30 of the current school year.

3. Obtaining approval from both Vanguard Academy and the school district or charter school in which attendance is sought, if the parent desires to change their student(s) enrollment during the current school year, or after June 30.

Parents who wish to transfer their student to another school from Vanguard must complete the student withdrawal forms in the attendance office and indicate to which school the student will be transferring. Upon receipt of the completed forms, the student will be dropped from Vanguard enrollment and entered in as a transfer student on the Student Information System (SIS) and the district of residence will be notified.

A student shall be automatically withdrawn from Vanguard Academy after 10 consecutive days of unexcused absence. Vanguard Academy shall make every reasonable effort to notify the parent or legal guardian prior to the student’s 10th day of absence to provide opportunity for correction of attendance, or to receive notification of enrollment in another charter or public school. Unless attendance is corrected, or provisions have been made for enrollment of the student in another school, Vanguard Academy shall immediately notify the district of residence of the withdrawal, which shall enroll the withdrawn student in the resident district and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.

Upon the withdrawal of a student from Vanguard Academy, the school may immediately enroll a new student from its list of applicants.

Withdrawal Checklist: Upon the withdrawal of a student from Vanguard Academy, a Withdrawal Checklist Form may be filled out by a designated member of the office staff and signed by the
parent/guardian to ensure that all school materials are returned and outstanding fees are settled, and
that the parent/guardian has the same opportunity to collect their student’s personal belongings and
reimbursable fees. Parents/guardians will also be afforded the opportunity to provide Vanguard with
input regarding the school through completion of an exit survey.

School Materials: All curriculum books, library books, and other materials belonging to Vanguard
Academy must be returned upon withdrawal. If items are unavailable at that time, arrangements must
be made for their return to the school or reimburse the school at replacement cost.

Fees: All outstanding fees or reimbursement for any materials which are lost or damaged by the student
are due upon withdrawal; fees which are eligible to be reimbursed to the student’s parent/guardian may
be returned via U.S. Mail within a reasonable amount of time.

Personal Belongings: All personal belongings should be removed from the school at the time of
withdrawal, however if timing is not convenient or does not allow for the parent/guardian to retrieve
the student’s belongings, arrangements may be made to do so at a later date.

Feedback: Comments and suggestions, both positive and negative, are important to the school’s goal of
continual improvement and service. We encourage all parents/guardians to provide honest and
constructive communication on the exit survey.

Conduct: Staff and teachers will treat the student and parent/guardian with professionalism and respect
at all times.

References:
Utah Annotated Code 53a-1a-506.5
State Board Administrative Rule R277-419-4

Approved: 08/15/2015
1.7 FEES

Vanguard Academy has created an official fee policy and a fee waiver guideline.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Directors. The fee schedule will be posted and distributed to all parents or guardians.

Utah state law permits the charging of fees for grades 7-12. Therefore students may be assessed fees for general school supplies, class materials, rental fees, activities, and programs. Items may include, but not be limited to, textbooks, labs, calculators, musical instruments, lockers, towels, clubs, travel, and other materials and supplies needed for specific courses. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. However, except for common household items and common articles of clothing, no student shall be required to pay a fee or provide any material, money, or any object of value unless the requirement has been approved by the Board of Directors and included in the school fee schedule.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student’s grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, PE uniforms, or other similar items. Costs associated with these items are not considered to be fees and will not be waived. No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee is in accordance with this policy and has been set and approved by the Board of Directors. This approval applies to the following: Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups.

The school administration and Board of Directors shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials. Students who qualify as Free or Reduced lunch will automatically qualify for fee waivers.

As permissible by law, Vanguard Academy may make donation requests to supplement the school’s limited funds. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

No present or former student with unpaid fees or fines may be denied receipt of transcripts or have their student files withheld from a subsequent school to be attended. A reasonable charge may be issued to cover the cost of duplicating or mailing, except for when duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.
At the discretion of school administration provisions in lieu of fee waivers may be made available for students unable to pay their entire fees. Students may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fees waived, appropriate to the age, maturity, and ability of the student, and not demeaning or discriminatory. Students are not obligated to perform work in lieu of fees, and parents must be given the opportunity to review the proposed alternatives, as well as given an available appeals process. If the parent/guardian appeals, no fees will be required to be paid until the appeal is decided.

Regardless of provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school, and transcripts may not be withheld as a means of obtaining payment of those charges.

All students shall be required to pay fees as appropriate to their individual schedule. Please see the current approved Vanguard Academy Fee Schedule. Curricular, co-curricular, or extra-curricular fees collected associated with student schedules will be used for classroom supplies, materials, and other expenses associated with running the class/program. Activity fees collected are used for school-wide activities such as field day.

Annually, by October 31, the School Fee Certification of Compliance Form will be submitted to the USOE law office. Attached to the compliance form will be the current board-approved school fee policy and current board-approved fee schedule.

Approved: 08/15/2015

Updated 2019

Commented [KK2]: These sentences were added to meet the requirement of having a spend plan.
1.8 LOCKERS

All students will be assigned a locker and a locker combination. It is very important that locker combinations are kept confidential; locker combinations are not to be shared with any other person, even best friends. Locker combinations should not be left set on the last number. Locker assignments may not be changed without permission from the school office. Any empty lockers which are not assigned out to students are not to be used. Locker combinations are changed annually.

Student lockers are property of Vanguard Academy. Authorized personnel have the right and responsibility to examine the contents of lockers for reason of health, safety, and security. For further information regarding locker searches, please refer to policy Search of Person or Property, as contained in this manual.

Vanguard Academy is not responsible for student property that is damaged or stolen from lockers. All student property (e.g. coats, books, backpacks, etc.) should be labeled with the student’s name.

Students must not abuse their lockers in any way. Any locker abuse by students will result in cleaning and/or repair fines. Vanguard Academy reserves the right to terminate student use of lockers at any time. Abuse of lockers includes, but is not limited to:

- Slamming the locker door in a manner which causes damage.
- Kicking the lockers.
- Climbing inside lockers
- Hanging on locker doors
- Writing on the lockers with pen/pencil or scratching the surface paint in any manner.
- Hanging objectionable material inside or outside lockers.

Students are expected to always keep their lockers neat and clean. Students are allowed to decorate their lockers, but must remember that locker decorating is a privilege. The following rules must be followed or the privilege will be revoked:

- No glue or tape of any kind
- No stickers
- Post-it type removable sticky paper and magnets are the only item approved for use in hanging items (only use soft magnets so as not to scratch the paint)
- No obscene photos or posters
- No hangings with vulgar or inappropriate language All student lockers will be viewed at the end of the school year and fines assessed for any damage beyond normal and reasonable wear and tear.

Approved: 08/15/2015  Updated 6/17/19
2.1 DAILY SCHOOL OPERATION

Daily School Operation Hours are as follows:

Student Hours

Monday through Thursday: 7:55 a.m. to 3:30 p.m.
Fridays (late start days) 9:25 a.m. to 3:30 p.m.
Advisory Days 7:55 a.m. to 12:30 p.m.

Office Hours

During the days of regular school operation, the office will be open thirty minutes prior to the beginning of school and will close fifty--five minutes after school is dismissed. The office is closed during holidays and after 1:00 Monday-Thursday and all day Friday during the months of June and July and the first week of August. Director and Assistant Director voice mail and email are available at all times and will be responded to as soon as possible during office hours.

Approved: 08/15/2015

Administrative Rules

Parents may drop off students for the school day beginning at 7:30 a.m. All carpool policies must be followed at all times. Vanguard students are invited to wait quietly in the building until the 5-minute warning bell rings, at which time the students may go to classrooms, ready for instruction.

The school start bell will ring at 7:55 a.m. and the tardy bell will ring at 8:00 a.m.; 9:25 a.m. and 9:30 a.m. respectively on Friday’s. Students who are not in the classroom by the tardy bell are considered tardy and must retrieve a tardy slip from the office prior to entering class. Excessive tardies at the beginning of the school day will be assessed fines.

Students will be marked absent for any and all classes for which they are more than 10 minutes tardy. Excessive tardies and absences will result in consequences as outlined in applicable school policies, which include fines.

Approved: 08/15/2015 Updated: 6/17/19
2.2 CARPOOL

Vanguard Academy carpool entrances are located at the southwest corner and northeast corner of the building. Exits are located at the southwest corner and the center approach on the northeast side of the parking lot. Drivers should proceed through the parking lot following the traffic flow arrows and exit out one of the identified exits. There are two lanes designated for carpool. The lane closest to the building is for drop off and pick-up. The other is for passing and pulling into parking stalls. Designated parking is available for parents and guests who wish to park and enter the building. (See map for traffic flow and parking designation.)

Vehicles must come to a complete stop before loading or unloading students. For safety reasons, students exiting vehicles should cross in front of the driver. Every effort should be made to maintain a safe and efficient process.

After exiting their vehicle, students should go directly to the sidewalk to enter the building through the main (north) entrance of the school. Drivers may drop students off and pick them up anywhere on the sidewalk along the west and north sides of the building. Please pull as far forward in the carpool lane as possible before dropping off students.

After school is dismissed, students must be picked up by their designated carpool driver or follow After School Release procedures submitted by parents and approved by the school, i.e. riding TRAX, no later than 30 minutes after class is dismissed, or when the last car in the carpool line finishes picking up students. If a carpool driver knows they will be later than the above times, due to extraordinary circumstances, they must call the office to inform the school no later than 15 minutes after school is dismissed. Families who violate this policy are subject to fines and/or other consequences according to the school's discipline policy.

Students, who will be walking to the Trax station or any other off campus location, must follow traffic rules, walk on the sidewalk and ONLY cross on the cross walk on the corner at the light.

Approved: 08/15/2015  Updated: 6/17/19
2.3 TRANSPORTATION

Because Vanguard Academy’s enrollment is open to students from communities near and far, bus transportation cannot be provided by the school or by the local school district. With the exception of field trips, parents will be responsible for the transportation of their children to and from the school and are strongly encouraged to participate in carpool groups. Policies and procedures governing carpool and associated traffic flow graphics are published by the school and are available on the school’s website.

Students may ride Trax, walk, or ride bicycles and scooters to and from school as well as to and from school sponsored activities. Students should walk their bikes/scooters across all cross walks and also on the school property. Motorized vehicles, skateboards, roller blades, and shoes with wheels are not allowed.

Vanguard Academy is not responsible for bikes/scooters that are lost, damaged, or stolen on school property or during school-sponsored events. Vanguard Academy is not legally responsible for students before they arrive at school or after they have left the school.

Approved: 08/15/2015
Vanguard Academy participates in the National School Lunch Program and provides catered lunches for purchase by students and staff. If other lunch options become available, the school will communicate to parents specially arranged optional lunch services and menus as well as the associated costs.

Students may bring their own lunch and drink from home daily. In order to maximize the school’s learning environment, families are encouraged to pack healthy foods and to minimize snack and dessert foods. Drinks should also be healthy and low in sugar, such as milk, water, or natural fruit juice. **Soda, drinks that stain (e.g. red, orange, or purple punch), and gum are not allowed on campus.** Vanguard’s Wellness Policy should be followed in packing a lunch from home. In accordance with Health Department rules, students may not trade lunches or individual items for the safety of students with allergies.

All food shall be consumed in the designated areas as specified by administration. Students are expected to behave politely and converse quietly while eating lunch. No shouting, horseplay, or food throwing is allowed. Students who do not follow these guidelines will be subject to established discipline policy. Each student will be responsible to leave his/her eating space neat and clean. Prior to students leaving the lunchroom, the students are expected to ensure that no food or garbage has been left on the table or the floor.

Families who have children with special dietary needs, such as a food intolerance or food allergies, should notify the school of such conditions. The school will work with the family and then make a determination as to how to accommodate that child’s individual needs. The school will put forth its best efforts to mitigate possible risks associated with the condition.

Vanguard meets the minimum requirements and standards for all foods and beverages sold in school during the school day.

**MEAL CHARGE POLICY**

**Purpose:** The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

**Scope of Responsibility:**

- The Food Service Manager, Business Manager, and Assistant Director: responsible for maintaining charge records and notifying the student’s parent/guardian.
- The Parent/Guardian: Immediate Payment
1. Families are encouraged to apply for free and reduce price meal benefits. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduce price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service. Written notification of prepayment options occurs annually, is given to each new transfer student, is posted on the school website, and is included in the student handbook.
3. Annually, families will be notified of the school Meal Charge Policy in writing and with each new transfer student. The policy will also be posted on the school website.
4. Parents/Guardians will be given a notice of unpaid meal balance at Parent Teachers Conferences quarterly.
   - Calls on delinquent accounts are made on a monthly basis to try to collect payments.
   - No charging allowed for any graduating high school student beginning April until the end of the school year.
   - All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
   - If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. Vanguard may not use the child’s money to repay previously unpaid charges if the child intended to use the money to purchase that day’s meal.
   - Vanguard will establish long-term payment plans for households struggling to pay back a negative balance. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows Vanguard to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools outside of the school district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as “bad debt.”

Approved: 08/15/2015  Updated: 6/17/19
2.5 CLOSURE AND DELAY

While emergency closings occur infrequently, Vanguard Academy is prepared for the unlikely event that the building systems could malfunction rendering the building unfit for occupation, or for weather which makes it necessary to send children home. During severe weather, families should check texts, emails and phone calls from Vanguard and/or the school's website or local radio and TV stations for announcements regarding school closings or delayed openings.

Please be aware of the variety of weather experienced by the cities our school serves. Weather may be severe in one city and acceptable in West Valley, or vice versa. Therefore, please listen for Vanguard Academy to be specifically mentioned in a school closure announcement to determine whether or not the school is in operation.

The following two alternatives are available for “severe weather” days:

School Cancellation: Notification of school cancellation will be provided through mass texts, local radio and/or TV stations. Additionally, the school website will have a cancellation notice posted by 7:00 a.m. indicating that school has been cancelled for the day.

Delayed Start: A delayed start occurs when the school day begins up to two hours later than usual. A delayed start will be announced through mass texts via SIS, local radio and/or TV stations beginning at 7:00 a.m. The school website will also have a delayed start notice posted by 7:00 a.m. School will dismiss at the regular time regardless of a delayed start.

Approved: 08/15/2015  Updated: 6/17/19
2.6 SEVERE WEATHER

The safety of students at Vanguard Academy is of concern to all school personnel. As such, rules and procedures to maintain safety have been established.

The school building has been examined to determine the most protected areas in the event of severe weather. Drills will be held in accordance with state guidelines to familiarize students with appropriate procedures.

Outdoor activities will be curtailed whenever the possibility of a lightning storm exists. The following guidelines will be applied by those on duty to determine the existence of a hazard:

- Rolling tumultuous clouds
- Sudden darkening of the sky
- Unusual stillness
- Lightning spotted and thunder heard in the surrounding areas

Approved: 08/15/2015

Administrative Rule:

1. In the event of poor air quality, extreme weather and/or temperatures, Administration will follow the Utah State Health Department health advisement as to which students, if any, will be allowed outside for extended periods of time.

Approved: 08/15/2015
2.7 CALENDAR

The Vanguard Academy annual school calendar is closely aligned with the Granite School District (GSD), Snow College, and Salt Lake Community College annual school calendars. This alignment is provided in order to allow families with children in various local schools to have synchronized annual school calendars. In the event that Vanguard Academy’s schedule occasionally deviates from the other calendars, attendance at Vanguard Academy is still required. The Board shall establish the number of days or equivalent instructional hours that school is held for an academic school year. When allowed by State law (53A-17a-103) the Vanguard Board of Directors may reallocate instructional hours or school days for teacher preparation time or teacher professional development. If the Board chooses to reallocate hours, this will come as a recommendation from the Vanguard Executive Team in conjunction with the Director.

Approved: 08/15/2015
2.8 STUDENT PARKING

Cost of Annual Permit: $10

Guidelines:

1. Permits are nontransferable. Only the student who registers for the permit may use it to park. There will be **NO refund** if the student leaves school for any reason during the year.
2. Permits are to be placed on the rear view mirror with the front facing the windshield and visible while on campus at all times.
3. No student will be denied the opportunity to purchase a parking permit. Parking passes may be purchased at the main office.
4. Vehicles not properly registered with the school may be towed at the owner’s expense.
5. The cost to reissue a lost permit will be $5.
6. Students will obey all traffic signals, signs, road lines, and the directions of the administrator in the parking lot.
7. Vehicle speeds on campus cannot exceed 10 MPH! Drivers that speed or drive recklessly in the parking lot will be issued a citation and parking privileges may be revoked.
8. Student vehicles may be parked only in the student parking lot. All vehicles must be in a designated space.
9. Drivers and passengers in student vehicles may not loiter in the parking lot before or after school; they will be allowed 5 minutes during carpool time at arrival and departure.
10. Students cannot accrue more than 3 tardies and have more than 3 unexcused absences in the same semester or parking permit may be revoked.
11. Students may not return to their vehicles during the school day without administrative approval.
12. Vanguard Academy is a closed campus. Students must understand that they do not have the authority to leave campus during school hours without parent permission. Doing so may automatically revoke the student’s privileges for 30 daysresult in fines and or community service. A second violation of this rule may result in the revocation of parking privileges for the remainder of the school year.
13. Any vehicle on school grounds is subject to search by the administration at any time.
14. Although the student parking lot will be monitored by closed-circuit cameras, students are reminded to use common sense with regard to securing vehicles. Vehicles should be locked with valuables placed out of sight. The school is not responsible for any theft or vandalism that occurs to vehicles parked on school grounds.
15. All parking violations will be subject to vehicle “booting” and / or towing at the owner’s expense. All “booting” expenses will be payable to Vanguard Academy.
16. Boot Fee is $50.00. Replacement cost of a boot that is damaged as a result of unauthorized attempt to remove boot is $200.00.
3.1 Academic Grading Policy & Procedures

Tests or quizzes that are missed due to absences must be made up within two of the student’s class periods for that class following the date of the student’s return to school.

At the teacher’s discretion, reports or projects may be counted as tests or quizzes for purposes of the above make up policy, depending on the time and effort spent on them.

Teachers have two school days (sooner if possible) following any test or quiz to correct, grade, and return test or quiz to the students.

Homework should also be corrected and returned as soon as possible.

Teachers should have grades updated and posted by the weekly deadline (Monday by 8 AM).

Departments should have uniform categories and weights for scoring tests, quizzes, grading, etc. But the categories and weights used by each grade level within a department may vary from those used by other grade levels, as long as there is consistency among courses. There should be a minimum of three graded items in each category for each grading period.

Curriculum should be taught to fidelity. Material must support the required standards of the course. Changes to the curriculum should be reviewed by the department head and curriculum coordinator.

### Grading Scale

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<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93.99</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99</td>
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<tr>
<td>B-</td>
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<tr>
<td>C+</td>
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<tr>
<td>C</td>
<td>73-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.99</td>
</tr>
<tr>
<td>D</td>
<td>63-66.99</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
</tr>
</tbody>
</table>

### Mastery Based Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>83.34-91.67</td>
</tr>
<tr>
<td>B+</td>
<td>75.01-83.33</td>
</tr>
<tr>
<td>B</td>
<td>66.68-75.00</td>
</tr>
<tr>
<td>B-</td>
<td>62.50-66.67</td>
</tr>
<tr>
<td>C+</td>
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</tr>
<tr>
<td>C</td>
<td>54.25-58.49</td>
</tr>
<tr>
<td>C-</td>
<td>50.00-54.24</td>
</tr>
<tr>
<td>D</td>
<td>44.00-49.99</td>
</tr>
<tr>
<td>D-</td>
<td>31.50-43.99</td>
</tr>
<tr>
<td>D-</td>
<td>25.00-31.49</td>
</tr>
<tr>
<td>F</td>
<td>0-24.99</td>
</tr>
</tbody>
</table>
Academic Student Standing

HIGH HONORS:
Students with a weighted GPA greater than or equal to 3.70 are on the High Honor Roll and may qualify for most scholarships. Congratulations!

HONORS:
Students with a weighted GPA between 3.50 and 3.69 are on the Honor Roll and may qualify for some scholarships.

GOOD STANDING:
Students with a weighted GPA between 3.20 and 3.49 are in good standing.

MINIMUM STANDARD:
Students with a weighted GPA between 3.00 and 3.19 meet the minimum acceptable academic level required at Vanguard Academy. Students in this range will meet with an administrator to create an “Academic Improvement Plan”.

ACADEMIC WARNING:
Students with a GPA between 2.50 and 2.99 will be on “Academic Warning”. A parent and student must attend an “Academic Improvement Workshop” where an “Academic Improvement Plan” and “Improvement Contract” will be written. Tutoring Lab attendance is required.

ACADEMIC PROBATION:
Students with a GPA between 2.00 and 2.49 will be on “Academic Probation”. A parent and student must attend an “Academic Improvement Workshop” where an “Academic Improvement Plan” and “Improvement Contract” will be written. Tutoring Lab attendance is required. The student will be assigned to a study skills class in place of an elective.

ACADEMIC SUSPENSION:
If a student receives a GPA less than 2.00, an F, I, or E grade in any class then the student will be on “Academic Suspension”. Students on Academic Suspension many not enroll in Concurrent Enrollment classes. Students will be assigned high school credit classes at Vanguard or approved online programs. A parent and the student must attend an “Academic Improvement Workshop” where an “Academic Improvement Plan” and “Improvement Contract” will be written. Tutoring attendance is required. The student will be assigned to a study skills class in place of an elective. The student is in danger of failing, which may result in retention.

A student may make an appeal to the Vanguard Review Board at any time. The Vanguard Review Board will review the overall student success and the appeal letter. Students with poor grades, poor attendance, or a history of poor performance are less likely to have their appeal approved.

Approved: 08/30/2018 Updated 2019
3.1 Academic Grading Policy & Procedures

Tests or quizzes that are missed due to absences must be made up within 2 of the student’s class periods for that class following the date of the student’s return to school.

Teachers have 2 school days (sooner if possible) following any test or quiz to correct, grade, and return test or quiz to the students.

Homework should also be corrected and returned as soon as possible.

Teachers should have grades updated and posted by the weekly deadline (Monday by 8 AM).

Reports or projects may be counted as test or quiz grades depending on the time and effort spent on them.

Departments should have uniform categories and weights for scoring tests, quizzes, grading, etc. Different grade levels within the department may vary, as long as each there is consistency among courses. There should be a minimum of 3 grades in each category each grading period.

Curriculum should be taught to fidelity. Material must support the required standards of the course. Changes to the curriculum should be reviewed by the Department Head and curriculum Coordinator.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
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</tr>
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<tbody>
<tr>
<td>A</td>
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Approved: 08/15/2015
Approved: Pending board
3.2 HOMEWORK

At Vanguard Academy, all assigned homework directly supports and enhances in-class learning. Homework also gives students a chance to see if they have mastered certain skills. Homework should be viewed as practice time, and used as an opportunity for students to reinforce classroom learning, master skills, and learn from mistakes. Each student is always expected to do his/her best work when completing homework. Homework may be graded for completion and/or corrected for accuracy, depending upon the subject.

Some assignments, such as projects, papers, reports, etc. will be assigned grades as appropriate according to student’s ability to demonstrate proficiency.

Guidelines have been established for the assignment of homework. Careful consideration is given by teachers as to the quality and amount of homework assigned, so as to reinforce classroom learning, achieve mastery of skills and concepts, and eliminate unproductive and ineffective homework.

Late homework will not be accepted unless it is associated with an excused absence. In such case, homework is due upon the second day of returning to class or as stated in the class disclosure statement.

Approved: 08/15/2015
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Approved: 08/15/2015
3.3 ACADEMIC REPORTING

Students will receive academic reports four times throughout the school year. In addition, conferences will be held four times annually.

Parents have the opportunity to view student progress on a regular basis throughout the school year by using the online student information system, PowerSchool.

Report cards communicate the student’s individual mean score for all graded work, including the student’s mean achievement test scores. The report card will assign the student a letter grade for each subject based upon the mean score achieved. The report card will also include the student’s citizenship grade and the student’s attendance record for the marking period.

During the conferences, the parent can expect to see the student’s achievement scores, and an assessment of the student’s performance. At any time through the year, teachers are available to the parents to discuss the student’s strengths and successes, specific areas and strategies for student improvement, and a report of the student’s social behavior.

Approved: 08/15/2015
### 3.4 Study Skills Grading Policy

Study skills (Learning Strategies) will be graded in every course at Vanguard Academy.

5% of the grade in each course will be assigned to **Study Skills**

There are five assignments that will be in this category:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binder Set Up</td>
<td>50</td>
<td>Teacher will grade students on setting up their binder with tabs for each course, read the syllabus, and calendar all items on the syllabus into their planner. Three ring binders and digital binders are both acceptable. (once per quarter)</td>
</tr>
<tr>
<td>Binder Check</td>
<td>10</td>
<td>Teachers will check every student’s binder to make sure they are putting papers in the right places. (every other week)</td>
</tr>
<tr>
<td>Take Notes</td>
<td>10</td>
<td>Teachers will grade students on taking notes on class lectures. (as needed)</td>
</tr>
<tr>
<td>Read the Chapter</td>
<td>10</td>
<td>Teachers will grade students on using the SQ3R method to read a chapter (or any other reading material) before it is taught in class. This will be assigned every time there is reading material assigned to students. (as needed)</td>
</tr>
<tr>
<td>Planner Check</td>
<td>10</td>
<td>Teacher will grade students on filling out their planner for the next two weeks and submitting a picture of it to Canvas. Student must have scheduled to read material before class and study notes after class. If a student is not filling out their planner correctly, as in not scheduling to read the chapter before class, the teacher will give immediate support to help the student get their planner filled out correctly. (every week)</td>
</tr>
</tbody>
</table>

A teacher may not add assignments to this category without approval from the Curriculum Director.

*Music, Physical Education, and Home Economics classes are excluded from this requirement.*
**4.1 ABSENCE & TRUANCY POLICY**

**1.0 PURPOSE AND PHILOSOPHY**

In compliance with Utah State Law and Utah State Board of Education (USBE) Administrative Rules, Vanguard Academy (Vanguard) establishes the following policies and procedures regarding attendance and truancy. These policies and procedures reinforce the mission and vision of Vanguard in achieving academic and personal excellence for all students. Policies which require consistent and punctual attendance are in the best interest of all students in helping them achieve their academic and personal goals.

**2.0 SCHOOL ATTENDANCE POLICIES**

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The Board supports the following school attendance policies:

1. School staff shall promote regular attendance and support those that are unable to be present.
2. An accurate reflection of student’s attendance will be recorded in Vanguard’s SIS system.
3. Timely notifications will be sent out to parent/guardian(s) of a student’s absences.
4. The Vanguard Truancy Prevention and Intervention program will monitor and identify interventions to resolve attendance problems.
5. The Board recognizes that Utah law requires parents to ensure the attendance of their school age children in school.
6. School administrators will encourage parent(s)/legal guardian(s) to comply with Utah attendance laws to ensure regular student attendance and punctuality.

**3.0 SCHOOL ATTENDANCE PROCEDURES**

Attendance Procedures shall include, but are not limited to, the following:

1. **School Staff Shall Promote Good attendance and support those that are unable to attend by:**
   1.1 Setting a proper example of promptness and regular attendance
   1.2 Encouraging student attendance through teaching methods which motivate student involvement and participation in the learning process
   1.3 Giving students who are absent an opportunity to make up work missed.
   1.4 Develop grading and credit policy that promotes attendance, class participation, and academic achievement.
   1.5 Expecting students to attend school every day and arrive promptly.
   1.6 Administrators and teachers will coordinate extracurricular activities so students’ attendance and participation will only be disrupted minimally.
   1.7 Administrators shall work cooperatively with students, parents/guardians, teachers, and school guidance personnel to improve student attendance when a student’s absences are interfering with a successful classroom experience.

2. **Accounting and Definitions**
   2.1 Teachers shall conduct a minimum of one attendance check each period, each school day.
   2.2 **“Absence”** means the failure of a school-age child assigned to a class or class period to attend a class or class period. *All absences impact student membership reports whether they are excused or unexcused.*
3.2.3 **Unexcused absence** means an absence charged to a student when the student was not present in the assigned class or class period at any of the times attendance checks were made and the student’s absence could not be accounted for by evidence of a valid excuse in accordance with this policy or the school’s attendance procedures.

3.2.4 **Excused absence** means a student’s absence from school which has been verified by a parent/guardian or school administrator in accordance with school level procedures and is for a reason identified by state law or Vanguard policy as valid including:

[A] illness, which may be either mental or physical;

[B] a scheduled family event if the parent/guardian submits a written statement, phone call, or text at least one school day before the scheduled absence;

[C] medical appointment;

[D] family emergency;

[E] death of family member or close friend;

[F] preapproved extended absences in compliance with Section 3.4; and


Excused absence does not mean a parent acknowledgement of an absence for a reason other than a reason described in 3.2.4 above.

Although an absence may be identified as “excused”, the student is responsible to make up course work for the days missed in accordance with the school level procedures.

Parents/guardians are expected to ensure that their children attend school regularly and arrive on time. It is the responsibility of the parent/guardian to notify school officials of legitimate absences. The parent/guardian must provide a signed letter, an email, a text, or a call to the attendance office to excuse absences and/or confirm student checkout prior to the student’s leaving during the school day.

***An absence can only be excused if the parent/guardian contacts the attendance office before the absence happens or within 3 school days of the absence occurring.***

3.2.5 **Extended Absence** is when a student is consecutively absent for 10 or more school days.

[A] If the custodial parent or legal guardian of a student reasonably foresees their student will be absent from school for an extended period of time, the parent/guardian shall submit a request via a signed note, phone call, text message or email to the school office. This should include the reason for the absence and the expected duration of absence.

[B] The school administrator shall review the request, along with the student’s current schedule and grades. If the school administrator finds that the proposed extended absence will not adversely impact the student’s education, the administrator shall approve the extended absences as “excused absences.”

[C] If the school administrator finds that the extended absences will adversely impact the student’s education, the administrator shall deny the request and inform the parent in writing that such absences will not be deemed “excused” and may be considered to be truancies or violations of compulsory education law.

[D] It must be understood that participation in classes is a vital aspect of learning and assessment of learning. Reduction of class requirements cannot be expected for extended absences and prolonged absences may result in a lower grade in many classes as there is no way to duplicate the activities of some classes while the student is absent.
3.3 Parent or Legal Guardian Notification relating to Attendance

3.3.1. Absence. The school shall make reasonable attempts to notify a custodial parent or legal guardian of student absences.

[A] 0-2 days unexcused absences per class: Parent will be notified of students absence

[B] 3-4 days unexcused absences per class: A warning notice will be sent to student and parent/guardian, letting them know that further unexcused absences may result in fines and/or Friday Study Hall.

[C] 5-6 days unexcused absences per class: Student and parent/guardian will be informed of the students multiple absences, ½ hour of Friday or Saturday Detention will be assigned in an effort to improve student’s academic progress. At the end of the quarter, if all assigned detention hours are not made up, a $10 fine will be charged for every ½ hour owed.

[D] 7-9 days unexcused absences per class: Student and parent/guardian will be informed of the students’ significant absence record, 1 hour of Friday or Saturday Detention will be assigned in an effort to improve student’s academic progress. At the end of the quarter, if all assigned detention hours are not made up, a $20 fine will be charged for every 1 hour owed.

[E] 10+ days unexcused absences per class: Student and both parents/guardians will be required to meet with an Administrator regarding chronic absenteeism. All parties will determine appropriate course of action to correct attendance issue. Alternate placement may be advised. In addition, 1 hour of Friday or Saturday Detention will be assigned to the student. At the end of the quarter, if all assigned detention hours are not made up, a $20 fine will be charged for every 1 hour owed, unless it is determined in the meeting with the director that the detention is no longer required.

**Student Absences accumulate on a per class basis. For example, if a student was absent for 1 full day and is assigned to attend 5 different classes that day, he/she would have 1 absent added to each of those courses. If the student was only gone for part of the day, whatever classes they missed will have 1 absence added. The detention will only be assigned for any classes that have reached 5 or more absences. For Example: if the student has 2 classes that have reached 5 absences, 1 hour of detention would be assigned (½ hour for each class at 5-6 absences). If the student has 3 classes that have reached 7 absences, 3 hours of detention would be assigned (1 hour for each class at 7-9 absences).**

Friday/Saturday Detention: Students and Parent/guardian will be sent out a notice if the student owes any detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of detention that the student is assigned. Failure to attend Detention for all assigned hours by the end of the quarter, will result in a $10 fine for every ½ hour that is owed.

Possible Detention assignments:
- Study Hall
- Community Service
- Skill Building Lab
- Individualized Textbook
4.0 TRUANCY (Sluff) PREVENTION AND INTERVENTION

The Vanguard Academy Truancy Prevention and Intervention Program has been established to encourage good attendance, identify interventions to resolve attendance problems, and to facilitate the processing of chronically truant students.

4.1 Definitions

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

4.1.2. “Truant” or “Sluff” means a condition in which a school-age child, without a valid excuse and without Parent/Guardian knowledge, is absent for 1 or more periods

4.2 Interventions

The school shall make and document efforts to resolve a student’s attendance problems and shall include, as reasonably feasible:

4.2.1. counseling of the student by school authorities using positive behavioral interventions and supports;

4.2.2. making any necessary adjustment to the curriculum and schedule to meet special needs of the student, as determined by the Student Success Team (SST);

4.2.3. considering alternatives proposed by a parent or legal guardian;

4.2.4. monitoring school attendance of the student;

4.2.5. home visits, as determined by the SST;

4.2.6. providing a student’s parent, upon request, with a list of resources available to assist the parent in resolving the student’s attendance problems;

4.2.7. enlisting the assistance of community intervention education classes as appropriate;

4.2.8. issuing a Truancy Citation

4.3 Truancy Citations and Notice of Truancy

4.3.1. Truancy Citations. A school administrator or a designee of a school administrator may issue a Truancy Citation. A copy of the Truancy Citation shall be personally delivered or mailed by regular mail to the parent or legal guardian of the school-age child. The Truancy Citation shall:
   - Identify the classes and/or dates for which the student has been considered truant;
   - Direct the student and parent to meet with school authorities to discuss the student’s truancies; and
   - Inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the school-age child.

4.3.2. Copies of truancy citations and notices shall be retained in the student’s permanent record.

4.3.3. The parent shall have the right to appeal a truancy citation or notice of truancy in writing to the building level administrator within ten (10) days of being issued.

4.3.4. A school administrator may impose administrative penalties on a student who is issued a truancy citation. Administrative penalties may include, but are not limited to:
   - Referral to School Administration, or appropriate designee
   - Meeting(s) with student and parents
   - Adjustments to the student’s schedule
   - Attendance monitoring
   - Attendance contracts
   - After-School detention
   - Truancy citation (for students 12 and over)
• School suspension
• Parent attending school with student
• Referral to Juvenile Court (for students 12 and over)
• A $20 Fine

**Attendance Appeals Process:** Students and parents may appeal to the administration for a closer examination on a case by case basis. Appeals should provide details as to why absences should not count against a student’s attendance. Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness, etc.). It is expected that students will clear absences through the administrator or lose credit. The waiving of absences is entirely up to the discretion of the administration. Appeals should be submitted as soon as possible to the front office.

**Due Process:**
This policy allows for due process and actions taken under this policy may be appealed, first to the Director, and then to the Board of Directors.

**Governing Board Approval:** 10/22/2020

**Pending Board Approval:**
4.2 TARDY POLICY & PROCEDURES

When a student is tardy to class it negatively affects not only that student, but the teacher and other students in the class. Punctuality is an important life skill and tardiness is disruptive to the educational process. The Tardy policy is presented here in an effort to maximize learning for Vanguard students. Students are expected to be on time to class, prepared, and ready to work when the tardy bell rings. There is a 3 minute passing period between each class. Any student not in the classroom when the final bell rings, is considered tardy. A student who is more than 30 minutes late will be marked absent.

4.2.1: Beginning of the Day Tardies

- 0-2 Tardies per class per term: We appreciate that, for the most part, you have been arriving on time.
- 3-4 Tardies per class per term: Parent/Guardian will be contacted and warned that Parent Involvement may be assigned if tardies continue.
- 5-6 Tardies per class per term: An administrator will contact the parents/guardians and the parent/guardian be assigned 1/2 hour Parent Involvement per tardy. At the end of the quarter, if all assigned parent involvement hours are not made up, a $10 fine will be charged for every ½ hour owed.
- 7-9 Tardies per class per term: Parent/Guardian will be assigned one hour of Parent Involvement, per tardy. At the end of the quarter, if all assigned Parent Involvement hours are not made up, a $20 fine will be charged for every ½ hour owed.
- 10+ Tardies per class per term: Parent/Guardian will be contacted and assigned 1 hour of Parent Involvement time and will have a meeting with the administration.
- Fines are calculated at the end of the quarter for any hours not served and will be entered into PowerSchool.

4.2.2: All other class period tardys

- 0-2 Tardies per class per term: We appreciate that, for the most part, you have been arriving on time.
- 3-4 Tardies per class per term: Parent/Guardian will be contacted by teacher and warned that Friday/Saturday Detention may be assigned if tardies continue.
- 5-6 Tardies per class per term: An administrator will contact the student and both parents/guardians and the student will be assigned 1/2 hour of Friday/Saturday Detention per tardy. At the end of the quarter, if all assigned detention hours are not made up, a $10 fine will be charged for every ½ hour owed.
- 7-9 Tardies per class per term: Student will be assigned one hour of Friday/Saturday Detention, per tardy. At the end of the quarter, if all assigned detention hours are not made up, a $20 fine will be charged for every ½ hour owed. Both parents/guardians must attend a school day with their student and/or meet with the Director to formulate an action plan to improve student attendance.
- 10+ Tardies per class per term: Student is considered truant and the truancy policy will apply.
- Fines are calculated at the end of the quarter for any hours not served and will be entered into Powschool.

**Friday/Saturday Detention:** Students and Parent/guardian will be sent out a notice if the student owes any detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of detention that the student is assigned. Failure to attend Detention for all assigned hours by the end of the quarter, will result in a $10 fine for every ½ hour that is owed.

Governing Board Approval: 10/22/2020

Pending Board Approval:
5.1 STUDENT CODE OF CONDUCT

Students benefit from a learning environment that is physically safe, emotionally nurturing, and free from disruption and harassment. In order to achieve an optimal learning environment, students shall conduct themselves in a reasonable and age-appropriate manner that contributes to a productive atmosphere for themselves and their classmates. Students are expected to be attentive, cooperative, and industrious while in the classroom.

Vanguard teaches values and concepts that encourage students to act in a positive manner. As students learn and focus on positive behaviors which make them happy, healthy, and responsible, the school’s climate takes on those same characteristics.

The Vanguard Code of Conduct includes the following:

- **Comportment:** All students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. **Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.** As Stated in the Public Displays of Affection Policy (PDA), inappropriate public displays of affection are not allowed.

- **Dress:** All students are required to adhere to the guidelines set forth in the Vanguard Dress Code/Uniform Policy.

- **Language and Communication:** Students shall speak with respect and kindness at all times. Voices will be kept quiet, with no shouting or yelling inside the school. Language and communication that is positive and promotes the school’s mission will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used.

- **Assemblies and Activities:** Assemblies and school activities are considered special student privileges where participation is contingent upon appropriate behavior. Students shall show respect to all performers. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending.

- **School Facilities and Equipment:** All school property will be used appropriately in such a way that it is preserved and protected. Students may be disciplined for improper use or treatment of school facilities and/or equipment.

- **Sportsmanship:** Students are expected to demonstrate good sportsmanship in all competitive events and to conduct themselves according to the rules of fair play both as spectators and participants. While healthy competition is encouraged when appropriate, cheating or rude and disruptive conduct is not acceptable.

- **The Flag of the United States of America:** Our country’s flag shall be appropriately displayed at the school in keeping with customary and accepted practices. Students shall show proper respect for our country’s emblem. The daily school routine will include the recitation of the Pledge of Allegiance by students and teachers. Discourteous treatment of the flag or other national symbols is not appropriate.

- **Cheating of any kind is not acceptable and will be addressed in accordance with the Discipline Policy.**
Valiant Code of Conduct

Vanguard Academy’s students are expected to exhibit conduct that reflects universal principles of moral and ethical excellence essential to leading a worthwhile life and to effective self-government.

These nine values represent universal principles of moral and ethical excellence.

**Contribution:** Discovering of your passions and talents, and the use of them to create what is beautiful and needed. Working hard to take care of yourself and those who depend on you.

**Courage:** Standing firm in being a person of character and doing what is right, even when it is unpopular or puts you at risk.

**Humility:** Remembering that your ignorance is far greater than your knowledge. Giving praise to those who earn it.

**Integrity:** Telling the truth, and keep your promises. Conducting yourself in a trustworthy manner.

**Justice:** Standing for equally applied rules and obeying them.

**Perseverance:** Staying the course, choosing the right path even if it’s not the easy one.

**Respect:** Protecting your heart, mind, body, and soul as precious aspects of your identity. Extending that protection to every other person you encounter.

**Responsibility:** Striving to know and do what is best, not necessarily what is popular. Being trustworthy and making decisions in the best long-term interests of the people and tasks of which one is in charge.

**Self-Governance:** Being self-controlled, avoiding extremes. Seeking and utilizing sound advice from trusted individuals regarding your decisions and actions.

Approved: 08/15/2015
5.2 SCHOOL-WIDE DISCIPLINE POLICY

School-wide Expectations:
1. Follow instructions the first time given
2. Keep hands, feet, mouth, and objects to yourself (Honesty and Respect)

**LEVEL 5:** POSITIVE CONSEQUENCES: Student is using time responsibly and respectfully possible freedoms available may include the following:
- Positive notes to student and/or parent
- Positive call to parent
- Class reward
- Lunch fast pass
- Other

**LEVEL 4:** TEACHER MANAGED IN CLASSROOM: No form, entered in SIS, warning
- Minor damage to classroom materials/supplies
- Talking out of turn
- Hall pass misuse
- Inappropriate language
- Minor off-task behavior
- Poor attitude
- Minor disruptions
- Minor school rule violations in class
- Play fighting/horseplay/rough-housing
- Misuse of technology (gaming, etc.)
- Other

**LEVEL 3:** TEACHER MANAGED, REPORTED TO OFFICE: Student sent with work to in another room for the remainder of that class period, incident report filled out and sent to the other room with the student, parent contacted by the teacher as soon as possible
- At second repetition of level 4
- Misuse/minor damage of school property
- Misuse of bathroom privileges
- Resistance to authority
- Mildly inappropriate language(slang), gestures or movements
- Bothering others
- Inappropriate use of technology (iBoss)
- Other

**LEVEL 2:** OFFICE MANAGED: Student sent to office, office referral form filled out by teacher and sent to the office with the student, managed by administrator, parent contacted. Administrator may issue detention and/or suspension.
- At second repetition of level 3
- Disobedience to teacher/adult
- Inappropriate language
- Harassment
- Threatening behaviors
- Inappropriate gestures or movements
- Inappropriate clothing/Dress code violations
- Flagrant misuse/damage of school supplies
- Throwing items
- Excessive absences and/or tardies(4-5 in one class per term)
- PDA: (Hugging, holding hands, walking arm-in-arm, etc)
- Inappropriate use of technology (proxy servers, downloading/installing unapproved software, etc.)
- Other
**LEVEL 1:** OFFICE MANAGED, student sent to the office immediately, office referral form filled out by teacher and sent to the office as soon as possible, parent contacted immediately. Administrator may issue detention and/or suspension. Law enforcement may be contacted

- At second repetition of level 2
- Insubordination/willful disobedience
- Obscene gestures or movements
- Foul language/swearing/profanity
- Harassment/Sexual Harassment
- Truancy: absence without permission
- PDA (Full body contact, kissing, etc.)
- Abuse of technology (accessing/attempts to access immoral and/or violent content;
- Excessive absences and/or tardies (6-7 in one class per term)
- Flagrant misuse/damage to school
- Other

**LEVEL 0:** OFFICE MANAGED, student sent to the office immediately, office referral form filled out by teacher and sent to the office as soon as possible, parent contacted immediately, administrator may issue a suspension or expulsion. Law enforcement may be contacted.

- At second repetition of level 1
- Climbing in ceilings and/or on roof
- Hazing, bullying, cyberbullying, sexual harassment, or harassment with intent to harm
- Safe-school violation (combustibles, drugs, alcohol, tobacco, weapons or facsimiles thereof
- Fighting/physically attacking, pantsing, etc. another student
- False fire alarm pull
- Theft
- Dishonesty/cheating
- Sluffing: leaving school grounds without permission
- Gross insubordination
- Other

**Note:** If any of the above take place in common areas (halls, lunchroom, etc.) please handle the situation according to the level the offense falls under.

We are each responsible for the behavior of all students, at all times, in all areas of the school.

Approved: 9/9/2015 Updated: 6/17/19
5.3 DRESS CODE

In order to ensure compliance with the Vanguard Academy Dress Code/Uniform Policy, parents and students should carefully review all Dress Code guidelines contained within this policy.

SECTION ONE: PURPOSE

A dress code is an important part of the distinctive learning environment families find at Vanguard Academy. When students follow a dress code, they are more accepting of each other and they focus more on their school work and less on their appearance. Dress codes improve the classroom learning environment; build citizenship and a sense of community; and assist students, parents and families.

Because dress codes are standard attire in many academically rigorous secondary schools, their adoption signals high academic expectations to students. Dress codes improve the classroom environment and student learning by:

- Helping students concentrate on their school work by setting a tone for serious study
- Decreasing distractions created by shifting fashion and socioeconomic differences
- Building self-esteem, self-respect, and school spirit among students
- Maintaining a healthy and positive school image in the community through a clean and neat appearance
- Providing a visible and public symbol of commitment to high academic standards and student achievement
- Simplifying the daily morning school routine
- Reducing the cost of school clothing
- Providing a safer environment by assisting administrators, faculty, staff, parents and students in instantly recognizing intruders.

SECTION TWO: GENERAL GUIDELINES

Students and parents at Vanguard Academy agree to adhere to the school’s Dress Code when they enroll at the school. In order to attain the desired benefits achieved through the wearing of a dress code, consistent enforcement of the dress code is necessary. Enforcement of the dress code Policy is overseen by the Director and school staff. A dress code infraction occurs when a student comes to school out of compliance with the Vanguard Academy Dress Code Policy. Examples of infractions include, but are not limited to: a student wearing an item that does not meet the prescribed code description (e.g. navy polo shirt, T-shirt, offensive pictures, words or logos, dirty, stained or foul-smelling clothing)

The school strives to achieve dress code compliance through use of positive reinforcement, but when dress code infractions occur students are subject to established administrative rules. Administrative rules for dress code infractions shall define a system to track dress code infractions, as well as reasonable and appropriate disciplinary consequences to deter frequent and excessive dress code infractions. Additionally, the rules shall include a method to effectively communicate student dress code infractions to parents throughout the process, detail the specific steps that will be taken as the number of dress code infractions escalates, and provide opportunity for the Director or his/her designee to participate in parent meetings to educate students and parents regarding how to correct and avoid dress code infractions.
SECTION THREE: POLICY AND REGULATIONS

Statement of Dress Code Policy: A uniform-style dress code is mandatory at Vanguard Academy and must be adhered to during school hours.

The Director shall be allowed the discretion to occasionally and reasonably suspend specific dress code requirements (e.g. spirit days, field day, etc.)

All clothing and related dress code items that are not specifically covered in this policy but considered inappropriate or contrary to the stated purpose of the dress code as outlined in the Vanguard Academy Dress Code policy are subject to review and interpretation by school administration. It will be left to the discretion of the teacher, staff and/or Director to determine whether or not an item in question is compliant with the school’s dress code and/or constitutes a distraction to the educational environment of the classroom and school.

Appearance: Students must present a clean, modest, and neat appearance at all times. Shirts must be buttoned. Shoes must be fastened. All clothing must be worn right-side-out. All clothing must be appropriately sized and worn correctly. Pants, shorts, skirts, and skorts must be worn at the waist; no “low-riding” clothing will be allowed. Pants may not be pegged or rolled up. Layering of same colored dress code shirts is allowed. Clothing shall not be excessively worn or faded. Any clothing that has holes/manufactured holes, decorative patches, tears, or rips is prohibited.

Logos: The Vanguard Academy logo may be worn (optional) on any approved dress code top. The Vanguard Academy logo should not be reproduced without the express consent of the Vanguard Academy Board of Directors.

Modification Process: The Director shall monitor dress code implementation and recommend any needed policy or regulation changes to the Governing Board as perceived to be necessary based on developing circumstances. In considering any changes to the dress code, the Director and Governing Board shall consider at least the following elements: quality, cost availability for purchase, and style.

General Information:

Students should come to school appropriately dressed for the weather. All clothing and shoes must fit the student. All clothing must be clean, unstained, in good condition with no holes, or manufactured holes. Legs down to and including the knee must be covered. Students must bathe often enough to look and smell clean.
DRESS CODE

Shirts (Colors: White, Royal Blue, Royal Purple, Silver/Light Gray, Black)

- Must be a solid school color, have a collar (any style, folded down)
- No logos or pictures (Vanguard and partnering schools’ official logos are OK)
- Must cover entire shoulder with a non-broken sleeve and must cover cleavage at all times. Shirts must be tucked in if the bottom of the shirt is longer than the bottom of the pant zipper
- No skin at the waist should show during normal activity
- Sheer or lace fabrics must be fully lined with solid fabric, skin and/or underwear should not be visible under the lace/sheer fabric
- Boys are encouraged to tuck in their shirts

Pants, Skirts, Skorts, & Dresses (Colors: Navy, Khaki Tan, Black, Gray)

- Must be solid school dress code color (this includes stitching, zippers, and other embellishments)
- Waist must fit or belt must be worn to keep the pants at the waist
- No holes or manufactured holes
- Shorts, leggings and jeggings may only be worn as undergarments and must be the same solid school dress code color as the dress/skirt (tights may be white)
- Boys are encouraged to tuck in their shirts

Coats/Jackets

- Must be in good repair
- No offensive logos, words, pictures, or designs
- May be hooded, but hoods must be off whenever in the building

Shoes and Socks

- Must be worn at all times and in good working condition. Must have a back strap
- Socks are required except with girls’ dress sandals

Hair and Jewelry

- Natural hair colors only. Must be trimmed out of the eyes, no bizarre, extreme, or unusual hairstyles.
- Hair must be clean and brushed/combed (boys’ hair must be cut above the collar and the ears)
- No excessive jewelry. No earrings, gauges, plugs, tattoos, or drawing on the skin
FRIDAYS

• Shirts may be: Vanguard or partnering school collared, Vanguard or partnering school logo-wear Vanguard sport teams and academic club spirit shirts
• Pants may be: any school dress code color, faded denim, NO HOLES/MANUFACTURED HOLES OR DECORATIVE PATCHES (under or over holes)
• Capris are allowed, must fully cover the knee during normal activity and sitting

SPIRIT DAYS, CONCERTS, FIELD TRIPS, FIELD DAY, AND OTHER VANGUARD ACTIVITIES

• Dress code will be followed unless written guidelines are issued by Vanguard administration or their designee stating specific allowances.

General Information
Students should come appropriately dressed for the weather. All clothing and shoes must fit the student. All clothing must be clean, unstained, in good condition with no holes, or manufactured holes. Legs down to and including the knee must be covered. Students must bathe often enough to look and smell clean.

Approved: 08/15/2015    Governance Approved: 7/21/2021 pending board approval
5.4 PUBLIC DISPLAYS OF AFFECTION (PDA)

Public Displays of Affection (PDAs) are out of place in a school environment and are distracting to the students involved and others. Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students are expected to refrain from public displays of affection at school-related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Appropriate forms of Student to Student Greetings

- High-fives
- Brief handshake
- Side hug

Obvious Student to Student violations of the PDA policy may include but are not limited to:

- Holding hands
- Walking arm in arm
- Kissing
- Full body contact

Violation of the PDA Policy will result in Behavior Consequences as stated in the School-wide Discipline Policy.

Approved: 08/15/2015                 Updated: 6/17/19
5.5 BULLYING, CYBERBULLYING, HARASSMENT, HAZING, RETALIATION AND ABUSIVE CONDUCT
PROHIBITION AND PREVENTION

All students have the 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. (Refer to Utah Code Subsection 53G-9-604 & 53G-9-605)

Definition:

Relational aggression or indirect, covert, or social aggression includes rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation.

Sexual harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior, which is tied to or interferes 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 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.

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, i.e. sexual or racial comments, threats, or insults, unwanted touching, etc.

Sexual harassment such as sexual aggression or acts of a sexual nature or with sexual overtones which 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
- Technology/porn
- Written or graphic harassment or abuse

Ethnic intimidation and harassment may include but is not limited to:

- Slurs or verbal references
- Gestures
- Any behavior which tends to demean, Humiliate, intimidate and/or threaten others on the basis of race, ethnic group or nationality
Religious and general harassment may include but is not limited to:

- Slurs or verbal references
- Gestures
- Any behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student should report incidences of harassment to the Director with any supportive evidence that is available. The Director will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant. If proven, the Director will initiate the defined disciplinary process. This process may include:

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

Disciplinary action will be commensurate with the behavior and the developmental level of the student.

Definitions:

"Bullying" means intentionally or knowingly committing an act that:

1. Endangers the physical health or safety of a school employee or student;
   a. Involves any brutality of a physical nature such as whipping, beating, punching, shoving, kicking, verbal threatening, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
   b. Involves consumption of any food, liquor, drug, or other substance;
   c. Involves other physical activity that endangers the physical health and safety of a school employee or student; or
   d. Involves physically obstructing a school employee’s or student’s freedom to move; and
2. Is done for the purpose of placing a school employee or student in fear of:
   a. Physical harm to the school employee or student; or
   b. Harm to property of the school employee or student.
3. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

“Civil Rights Violations” means bullying (including cyberbullying), harassing, or hazing that is targeted at a federally protected class.

"Cyberbullying" means:

1. The use of email, web pages, text messaging, instant messaging, social media and other networking sites, three-way calling or messaging, chat rooms, cell phones, or other electronic means for aggression inside or outside of school to;
   a. Send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual;
   b. Deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of physical, emotional, or mental harm to the school employee or student;
   c. Harm to property of the school employee or student,
d. Demean, harass, defame, or impersonate a school employee or student.

2. The conduct described in Section 1 constitutes Cyberbullying regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

“Federally protected class” means any group protected from discrimination under federal law

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.
4. Other areas included under these acts include religion, gender identity, and sexual orientation, other physical or mental attributes and conforming or failure to conform with stereotypes. “Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.

"Hazing” means intentionally or knowingly committing an act that:

1. Endangers the health or safety of a school employee or student;
   a. Involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
   b. Involves consumption of any food, liquor, drug, or other substance;
   c. Involves other physical activity that endangers the physical health and safety of a school employee or student;
   d. Involves physically obstructing a school employee’s or student’s freedom to move, and
2. Is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
3. If the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in;
4. Regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

“Parent” includes a student’s biological or adoptive parent or student’s legal guardian.

"Retaliate" means an act or communication intended:

1. As retribution against a person for reporting bullying, hazing, harassment, or cyberbullying; or
2. To improperly influence the investigation of, or the response to, a report of bullying, harassment, cyberbullying, or hazing.

“School employee” means:

1. School teachers;
2. School staff;
3. School administrators; and
4. All others employed, directly or indirectly, by the school or school board.

Purpose:

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by Vanguard Academy Charter School. Vanguard Academy is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus, including school activities, violent altercations, or a significant interference with a student’s education performance and involvement in school activities. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and in compliance with Utah Code Subsections 53G-9-604 & 53G-9-605 and/or in accordance with the U.S. Department of Education Office for Civil Rights. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

The purpose of this policy is to eliminate all types of bullying, cyberbullying, hazing, harassment, and retaliation by and/or against students and employees of Vanguard Academy Charter School. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy.

A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying, hazing, cyberbullying, harassment, and retaliation.

Prohibitions:

1. No school employee or student may engage in bullying, hazing, cyberbullying, or harassment of a school employee or student on school property, at a school related or sponsored event, on a school bus, at a school bus stop; or while the school employee or student is traveling to or from a location or event described above.
2. No school employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location.
3. No school employee or student may engage in retaliation against a school employee, a student, or an investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, harassment, or retaliation. Otherwise, strong responsive action will be taken.
4. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, harassment or retaliation against a school employee or student. False allegations will be investigated and corrective action taken as appropriate.
5. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

Actions Required of the School:
1. The bullying policy will be available as part of the school policy manual and will include procedures allowing for anonymous reporting of bullying, cyberbullying, hazing, harassment or retaliation;
2. In addition to the published procedures and notification above, the Director shall establish procedures and plans for following it.

1. Administrative Rule:
   1. Involving parents or guardians of a perpetrator or victim of bullying, cyberbullying, hazing, harassment, suicide threat, or retaliation in the process of responding to, and resolving, conduct prohibited in this Policy;
   2. Referring a victim of bullying, cyberbullying, harassment or hazing to counseling following parental notice and consent;
   3. To the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, informing the parents or guardians, as soon as is reasonably possible by email, phone, or text, of a student who is a victim of bullying, cyberbullying, harassment or hazing of the actions taken against the perpetrators of the bullying, cyberbullying, harassment or hazing;
   4. Publicizing this policy, preferably including electronic publication and availability, to school employees, to students, and parents/guardians of students; and training school employees and students to recognize and prevent bullying, cyberbullying, harassment, hazing, or retaliation.

2. Actions Required if Prohibited Acts are Reported:
   i. Each reported complaint shall include:
      1. Date
      2. Offender(s)
      3. Victim(s)
      4. Time & location
      5. Description of occurrence
   6. Notification method of parent
   7. Referral to Administration
      All complaints will be reviewed and considered for appropriate action. Records will be maintained according to student record retention requirements.
   ii. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, cyberbullying, harassment, hazing, or retaliation.
   iii. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties will be in accordance with the Discipline Code Policy for students or the Employee Misconduct Policy for staff.
   iv. Compliance with the Office for Civil Rights when Civil Rights Violations are Reported:
      a. Once Vanguard Academy knows or reasonably should know of possible student-on-student bullying, cyberbullying, harassment or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.
      b. If it is determined that the bullying, cyberbullying, harassment or hazing did occur as a result of the student-victim’s membership in a protected class, Vanguard Academy shall take prompt and effective steps reasonably calculated to (1) end the bullying,
cyberbullying, harassment, or hazing; (2) eliminate any hostile environment; and (3) prevent its recurrence.

c. These duties are Vanguard Academy’s responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.

3. Actions may include, as appropriate:
   a. Procedures for protecting the victim and other involved individuals from being subjected to (1) further bullying, harassment or hazing, and (2) retaliation for reporting the bullying, harassment or hazing,
   b. Prompt reporting to law enforcement of all acts of bullying, harassment, hazing, or retaliation that constitute suspected criminal activity,
   c. Prompt reporting to the Office for Civil Rights of all acts of bullying, harassment, hazing, or retaliation that may be violations of student(s)’ or employee(s)’ civil rights,
   d. Procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline,
   e. Procedures for providing due process rights under Section 53A-8-102 (licensed staff), local employee discipline policies, or Section 53A-11-903 and local policies (students) prior to long term (more than 10 days) student discipline or employee discipline.

Parental Notification of Certain Incidents and Threats:

1. The Director or other authorized school employee will provide timely notification via phone call to or face-to-face meeting with:
   a. a parent if the parent’s student threatens to commit suicide; or
   b. the parents, as soon as reasonably possible, of each student involved in an incident of bullying, cyberbullying, hazing, harassment, or retaliation, of the incident involving each parent’s student.
   c. a parent when student is a victim
   d. a parent when student is alleged to have engaged in prohibited conduct

2. If the Director or other authorized school employee notifies a parent of an incident or threat required to be reported as stated above, the school will produce and maintain a record in a secure file that verifies that the parent was notified of the incident or threat. Further, the school shall provide a student a copy of a record maintained in accordance with Utah Code Subsection 53G-9-604 that relates to the student if the student requests a copy of the record; and expunge a record maintained in accordance with this section that relates to a student if the student has graduated from high school and requests the record be expunged.

3. The school may disclose a record as described above, including any information obtained to prepare the record to (1) the parent or the parent’s student, or (2) to a person if required to disclose the record or information to a person pursuant to the terms of a court order.

4. The school will not:
a. Disclose a record as described above, including any information obtained to prepare the record, to a person other than a person authorized to receive the record as stated in Paragraph 3 above; or

b. Use a record as described above, including any information obtained to prepare the record, for the school’s own purposes, including (1) for a report or study, (2) for a statistical analysis, or (3) to conduct research.

The Director will take appropriate action in alignment with R277-613 to protect the victim of substantiated bullying, cyberbullying, harassment or hazing reports, regardless of the student’s legal status. The Director will also notify parents of and report any significant incidents to appropriate local and state authorities. At the request of a parent, the Director may provide information and make recommendations related to an incident of bullying, cyberbullying, harassment, hazing, retaliation or threat of suicide.

Investigations

Vanguard Academy will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment, and/or hazing. At least two school employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports through Administrative rule of this policy and will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing. If a false report is made, school will retain all written statements and subsequent investigative documents in a locked file and all involved students, parents, and school personnel will be notified of false report and further investigation and/or conversation with regards to the allegation will be cancelled.

It is Vanguard Academy’s policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school’s Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

Training

1. The training of school employees shall include training regarding bullying, cyberbullying, harassment, hazing, overt aggression, sexual aggression, suicide prevention and retaliation.
2. The training should include training on civil rights violations and compliance when civil rights violations are reported.
3. The training should also include procedure and resources for the reporting of civil rights violations to the appropriate entities and taking other appropriate action.
4. In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall (1) participate in bullying, cyberbullying, harassment and hazing prevention training prior to participation; (2) repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years; and (3) be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this Policy.
5. Training may take place through an online program provided that there is documentation to prove participation.
6. Students will have the option to take part in a Student Assessment of the prevalence of bullying, cyber-bullying, hazing, and harassment in the school.

This policy allows for due process and actions taken under this policy may be appealed, first to the Director, and then to the Board of Directors.

Additional Notes

1. 53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.

2. Responsibilities, activities, and disciplinary action will be consistent with professional standards of R277-515.

3. Nothing in this policy is intended to infringe upon the right of a school employee or student to exercise their right of free speech.

Approved: 08/15/2015    Updated 6/17/19
5.6 PERSONAL ITEMS

Students at Vanguard Academy should refrain from bringing any sort of personal item to school as it distracts other students and detracts from the educational environment of the school.

Of particular note, students should not bring any personal items to school that are valuable or that could cause harm to others, unless special permission has been granted by the Director or they are allowed under policy PERSONAL STUDENT ELECTRONIC DEVICES. These personal items referred to above include, but are not limited to toys, games, purses, make-up, etc.

**Students who bring drugs, alcohol, tobacco, combustibles, fireworks, matches, lighters, weapons (guns, knives, etc.) or facsimiles of weapons are in danger of suspension or expulsion. Bringing such devices to school is considered a safe-school violation and will be managed according to the schoolwide discipline policy.**

Vanguard Academy is not responsible for items that are lost, damaged, or stolen on school property or at school-sponsored events.

Approved: 08/15/2015  Updated 6/17/19
5.7 LOST AND FOUND

In order to help the school return lost items to students, coats, backpacks and other items should be labeled with the student’s name. All items presumed to be lost or misplaced by students will be placed in the school’s Lost and Found. Fines and/or detention may be assigned as deemed appropriate.

Items will be donated on a timetable set by the Administration. Notices will be sent home at least two weeks prior to the donation. Families will be contacted prior to donation for any clearly labeled item. The school assumes no responsibility for lost items.

Approved: 08/15/2015
5.8 GANG PREVENTION AND INTERVENTION

I. PURPOSE Pursuant to §53E-3-509, Vanguard Academy will enact Gang Prevention and Intervention strategies to assist students in completing their education and becoming contributing members of society. Gang Prevention and Intervention are specifically designed strategies and services to assist at-risk students to stay in school and enhance their cultural and social competence, self-management skills, citizenship, academic achievement, literacy, and interpersonal relationship skills required for school completion and full participation in society (Utah Administrative Code R277-436-1).

II. PREVENTION AND INTERVENTION

A. School personnel shall be trained to recognize early warning signs of gang involvement and report suspected gang activities, relating to the school and its students, to a school administrator or law enforcement. The following signs and/or activities should be reported (including but not limited to):

1. advocating or promoting a gang or any gang-related activities;
2. marking school property, books or school work with gang names, slogans, or signs;
3. conducting gang initiations;
4. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
5. aiding or abetting gang activity by a person’s presence or support;
6. displaying or wearing common gang apparel, or identifying signs or symbols on one’s clothing, person, or personal property that is disruptive to the school environment; and communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation. The aforementioned signs/and or activities may constitute grounds for a Safe Schools Violation.

School administration shall work in conjunction with the Student Services Department to implement prevention and intervention strategies for students.

Approved: Pending Board Approval
Backpack Policy

**Purpose:** The purpose of school is for students to learn and succeed. The purpose of this policy is to support students in meeting our expectation that they come to class on time and prepared to learn with all the necessary tools and materials to do so. Our goal is to give the students every possible way to succeed and teach them the values they need to progress and become an honest ethical member of the community. We believe this is better accomplished by giving them the tools to succeed and instilling in them values to make good honest choices.

**Policy:**
Students may carry a backpack from class to class to transport all of the belongings and resources that they require during the school day.

Students should demonstrate courtesy in where they place their back pack in the classroom so it doesn’t interfere with the learning environment.

The enforcement of the backpack policy should be proportionate to the infraction. At no time shall the enforcement of policy hinder the learning environment of the student in violation, their peers or the administration of any classroom during normally scheduled class times.

We recommend that students use two strap backpacks because laptop bags and one shoulder strap bags can lead to scoliosis.

Allowing our students to carry backpacks prevents problems such as the following:
- Students with lockers that are not near their classes being constantly late to class.
- Students in higher grade levels unable to carry all of their necessary belongings because they have too much to carry.
- Female students at a disadvantage due to feminine hygiene because a trip to the washroom would take twice as long without having personal items on hand.
- Students forgetting their supplies or assignments in their lockers/backpacks causing them to either return to their lockers wasting and missing valuable class time or getting a zero on homework for classes they are not allowed to leave.

**Enforcement:**
Infractions relating to backpacks will be enforced in the following ways:
- If there are any items stolen by concealing them in a backpack, the student will lose the privilege of carrying a backpack to class for the rest of the school year or at the administration’s discretion.
- If electronics are brought into class and are used without teacher authorization, the teacher at his/her discretion can require the student to not bring his backpack to that class for up to one month.
- If the student is blatantly and deliberately irresponsible with placing his backpack in an area that others may trip over it or cause an unsafe situation, the student will lose the privilege of carrying a backpack to class for one week or at that teacher’s discretion.
6.1 PRAYER IN SCHOOL/RELIGIOUS OBSERVANCE AND EDUCATION

Vanguard Academy has no policy that prevents or otherwise denies student participation in constitutionally protected prayer. Students are allowed to pray in school if they choose; however, school personnel are prohibited from leading the class in a prayer.

Vanguard Academy will maintain constitutional freedom in regards to religious observation and education. School activities, performances, or displays which include religion, or religious thought or expression, or the influence of religion on music, art, literature, law, politics, history, or any other element of the curriculum which is designed to achieve secular educational objectives will be undertaken. No aspect of cultural heritage, political theory, moral theory, or societal value will be included or excluded from the curricula simply because it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or Supreme Being.

Adapted from Utah Code 53A-13-101.1

Approved: 08/15/2015
6.2 ASSEMBLIES AND SPECIAL PROGRAMS

School assemblies and special programs may be held for students in the junior high grades (7-8) and also the high school grades (9-12). When appropriate, these two groups may combine together for programs. Assemblies and special programs are scheduled for a variety of purposes aimed at educating, entertaining, and recognizing contributions to the school. Assemblies will also be used to unify students in support of team programs and individual performances. Students should leave their belongings in their lockers and are expected to behave respectfully during these occasions. Students will remain in attendance until formally dismissed by adult supervisor(s). Students leaving an assembly prior to dismissal may be marked truant and applicable consequences would apply.

Approved: 08/15/2015
6.3 FIELD TRIPS

Vanguard Academy may provide enrichment experiences through field trips. The school uniform will be worn on field trips unless other instructions are given. As permitted by law, parents may be asked for voluntary donations to fund entrance fees or bus transportation, if applicable. No child will be denied participation in a field trip in the event that if the family is not able to make a donation. When participating in school sponsored trips, students are expected to obey all Vanguard Academy rules and exhibit appropriate behavior. Students may be denied field trip privileges for misbehavior and/or delinquent assignments. Vanguard Academy has established bus safety and etiquette rules, which will be reviewed with students annually. Students who disobey these rules will be subject to established school discipline policies, including the potential loss of bus riding privileges. An annual permission slip will be sent home at the beginning of the school year addressing field trips, and must be completed, signed, and returned to school before a student may participate on the trip. Phone permission is not generally sufficient and may not be accepted.

Approved: 08/15/2015
6.4 USE OF MEDIA AND ENTERTAINMENT

Videos and DVDs may play an important supplementary role in classroom instruction, but should not be used as the main medium of instruction. In order to facilitate the intellectual growth of all students, teachers are expected to integrate a variety of teaching mediums in the classroom.

Administration must pre-approve any video, DVD, or movie that is shown in the classroom or any other school-related function whether on or off-campus. When choosing music, movies, Internet content, and other forms of mass media or entertainment, staff must make certain that the content is appropriate and relevant to what is being taught in the classroom. Additionally, media choices must not contain objectionable content. Movies which are labeled as Not Rated, G, or PG are generally considered acceptable; however, even within these bounds, teachers must utilize sound judgment of appropriateness within the classroom. Movies rated PG-13 or R and above are not generally acceptable.

Educational software/cable networks must be school approved and used under the direction of staff who are supervising the computer or TV where the software/programs are being used.

Approved: 08/15/2015
6.5 CLASS PARTIES

In-class celebrations may be held prior to the winter break, spring break, end of the school year, and/or as dictated by the curriculum. Utah State Law prohibits students from consuming "homemade" food in a classroom setting. All foods must be store bought and packaged or prepared on site using packaged ingredients and supervised by teacher(s). Students should not bring treats, candy, goody bags, etc. to class at any time unless specifically assigned by the classroom teacher. Teachers will advise students of any allergies/food limitations prior to the food assignments being scheduled. Individual birthday celebrations will not be allowed in any class.

Approved: 08/15/2015
6.6 LIVE ANIMAL/PET POLICY

I. PURPOSE
Vanguard Academy (Vanguard) strives to create an educational environment that promotes academic and personal excellence in its students. The school recognizes that when properly utilized, live animals/classroom pets can enhance the education curriculum. This policy helps to ensure a safe and healthy environment for all students & staff by controlling the impact that live animals/classroom pets have on the school environment.

II. POLICY
Vanguard recognizes that some individuals are susceptible to various allergens, diseases, or may have medical complications while near animals. As a result, the school has developed a policy to ensure the well-being of all individuals. This policy also helps ensure the humane and respectful treatment of live animals. Teachers may keep live animals as pets in the classroom. Pets should be utilized as a teaching tool for the advancement of students and not merely acquired for their entertainment value. Prior to adopting a classroom pet, teachers should determine whether or not alternative methods to live animals are more favorable for instructional purposes. Pets are not allowed in the classroom without the express written consent from Administration. All required school procedures must be met in order to maintain the pet in the classroom. Administration has the right to remove a classroom pet at any time.

III. DEFINITIONS

Definition of a classroom pet: A classroom pet is an animal that resides in the school facility during the school year and is cared for and observed by Vanguard Academy teachers and students.

1. Acceptable classroom pets: Only domestic animals may be kept as pets. Live animals for use as classroom pets must be purchased. Classroom pets should be diurnal (awake during the day.) Under appropriate conditions, acceptable pets may include, but not be limited to: fish and other approved aquatic animals, gerbils, guinea pigs, domestic rats and mice, caterpillars, butterflies, stick insects, approved non-dangerous insects, and approved non-dangerous spiders.

2. Unacceptable classroom pets: No exotic or wild animals may be kept as pets (including locally caught animals). Unacceptable pets include, but are not limited to: reptiles and amphibians (including frogs, turtles, lizards, and snakes), dangerous insects, dangerous spiders, birds, hamsters, rabbits, ferrets, chinchillas, and any other species deemed inappropriate, unsafe, or a health hazard as determined by the Director, Vanguard Board of Directors, or the Department of Health. Limited special exceptions may be granted by the Director to approve specific amphibians or reptiles determined to cause minimal health or safety risk in the classroom to either people or the animal.

Definition of a visiting pet: A visiting pet is an animal that comes to the school on a visiting basis for a short period of time and does not reside at the facility.

Visiting pets should be included in the teacher’s lesson plan in order to provide a positive, enriching learning experience for the students. Visiting pets are not permitted in the hallways or other common areas during the school day. All of the visiting pet’s waste must be completely removed immediately, so that children have no access to it. Visiting pets must not be in the kitchen or dining area. Visiting pets
must have all vaccinations required by local ordinance. Written documentation of vaccinations must be presented prior to the visit and kept on file for review.

IV. GENERAL POLICY GUIDELINES & PROCEDURES

1. Before acquiring a classroom pet, the teacher must investigate whether any student is:

   A. allergic or sensitive to any particular species, their food, or bedding materials

   B. immune-compromised, and therefore more susceptible to zoological illnesses

2. Teachers must provide parents and guardians with information about the classroom pet, the purpose of acquiring the animal (how its care will fit into the curriculum), and a plan for how any potential injuries (bites, scratches, etc.) will be managed.

3. Teachers must request written permission from the Director through the appropriate required school form. Neither students nor staff may bring or keep animals in school without the permission of the Director.

4. Upon notification by students, parents, teachers, or administration of animal sensitivity, a classroom may be required to be kept animal free. Animals must be removed from the classroom if the administration feels that it is in the best interest of the students and/or the school.

5. The classroom teacher is considered the animal’s primary caregiver and is responsible to ensure that all of the animal’s physical and psychological needs are met. These needs include, but are not limited to: appropriate diet, handling, housing, exercise, vaccinations, veterinary care, and socialization. Appropriate care must be provided for the pet during weekends, holidays, and vacations.

6. Cleanliness standards must be established for all animal housing. Animal housing must be checked regularly to ensure these cleanliness standards are maintained daily, including during weekends, holidays, and vacations. Animal waste must be disposed of properly (double bagged and immediately removed to outside dumpster). It is recommended that a classroom log is created to track cleanings and feedings.

7. Animals should be housed in a quiet area of the classroom away from windows, direct sunlight, heating vents, and drafts. Classroom teachers should ensure that animals are not left in the classroom during times when the building temperature may not be appropriate for the animal (e.g. during the nighttime, weekends, holidays, and vacations.)

8. Animals and their cages must be located as far away from ventilation systems as possible in order to avoid circulating allergens.

9. Children must be instructed in appropriate hygiene practices regarding the pet. Children are to immediately wash their hands after handling the pet or cleaning its habitat. 77

10. Children are to be instructed on safe handling of the pet. Children must be closely supervised at all times while interacting with the pet, for the welfare of both the children and the pet.
11. Classroom pets are not permitted to breed. If several animals of the same species are being maintained as classroom pets, males and females should be kept separate at all times.

12. Animals are not allowed on busses.

13. Animals used for the purpose of assisting individuals must be registered in the front office upon arrival.

Approved: 08/15/2015
7.1 PERSONAL STUDENT ELECTRONIC DEVICES

Personal Electronic Devices, when approved by a teacher or a member of administration, are allowed in school to enhance learning opportunities and not for student entertainment.

- The Electronic Acceptable Use Policy must be signed yearly for each student.
- Devices must be put away except during times authorized by the teacher.
- Devices and their content are the sole responsibility of the student and their parents. The school is not responsible for content, loss or damage.
- No phone calls, texting, or emails are allowed during class, unless approved by teacher or administration.
- Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
- At no time may an electronic communication device be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed or embarrassed or intimidated.
- No devices are allowed to access the internet outside of the school’s filtered network or to broadcast access to other devices.
- All rules as outlined in policy ELECTRONIC INFORMATION RESOURCES must be followed.

Unauthorized electronic devices, or if authorized devices are misused, may be held by the teacher or administration until the close of the school day or until the teacher or administrator makes arrangements with the parent/guardian to retrieve them. After three violations, or in cases of gross misuse as determined by school administration, the student’s electronic devices privilege will be revoked. The privilege of bringing electronic devices can only be reinstated through petitioning the Administration. This is a pilot program, and can be revoked at any time if the privilege is abused.

The use of electronic devices should not interfere with the learning, safety, and security of other students. Cell phones and other personal electronics are permitted before and after school and during lunch. They should be powered off and out of site during class time unless teacher requests students use their own devices as part of the class lesson. Parents should not text/call students on their cell phones during class time. Those in violation of this policy will have their electronics confiscated and held in the office for a parent to pick up after school. Teachers may allow note taking devices, e-readers, calculators and other personal electronic devices as part of an approved lesson plan (as long as they are not distracting the owner or others in the class), approved on a case-by-case basis.

Approved: 08/15/2015         Updated: 6/17/19
7.2 ELECTRONIC AND TELEPHONE COMMUNICATIONS POLICY

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Vanguard and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, computers, the school’s E-mail system, the Internet, and copy machines should be limited to those which relate directly to school business.

Use of the World Wide Web includes all restrictions which apply generally to the use of the school’s E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

- No Browsing of Restricted Content Web sites: The school may block access to Web sites which contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new sites which the school has not yet blocked are required to report such sites to the appropriate individuals in the school’s Technology Department. Browsing web sites that contain pornographic material are never allowed and doing so will lead to termination. Students are not allowed to download pornographic material via the Internet.

- No Unauthorized Use of Subscription-based Services: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the school Technology Specialist.

None of the above items are meant to prohibit a teacher or member of administration from creating a personal website that can be used to communicate information regarding assignments and classroom activities. These websites may not contain any personal student information, including pictures without prior parent approval.

Approved: 08/15/2015
7.3 ELECTRONIC INFORMATION RESOURCES POLICY

As outlined in the Utah State Code 53A-3-422, Vanguard shall adopt and enforce a school wide Electronic Information Resource Policy. This policy will apply to both students and employees.

Vanguard shall provide to its students and employees the opportunity to utilize electronic information resources. In order to enhance learning, teach computer skills, and effectively utilize modern electronic information resources within the school, students and teachers shall have access to computers and the Internet. Other electronic information resources may include, but are not limited to, voice mail, email, and various network files or accounts.

In an effort to protect students and employees, the school will provide appropriate Internet filtering and monitoring for safety. It must be understood that although Vanguard will make its best efforts to filter content, no system is 100% foolproof. Additionally, both students and employees will be issued usernames and passwords. All use of electronic information within the school must be consistent with the educational objectives of the school; electronic resources within the school are not intended for private, personal, or political use. The Director and/or Technology Specialist may determine appropriateness of use of electronic information resources at his/her discretion.

No individual shall be allowed to use computers and/or the Internet without documentation indicating that the Student Computer/Internet Use Agreement has been carefully read, understood, and that the users agree to abide by the terms and conditions regarding proper behavior and use of all electronic information resources, including computers and the Internet. Student use of electronic resources may be permitted provided the school receives annual documented parental permission and agreement to terms and conditions on behalf of their student. Agreement to terms and conditions is legally binding. All user accounts are subject to Vanguard control and may be revoked for misuse. Violation of any part of this policy will result in disciplinary action according to defined school discipline policy, including the possibility of loss of privilege to use computers and other electronic information resources, suspension, expulsion, loss of employment, and appropriate legal action.

Neither students nor employees shall have any expectation of privacy in regard to utilization of electronic information resources provided by the school. This includes, but is not limited to files, disks, documents, emails, voice mails, etc. which have been created with, entered and stored in, downloaded to, or accessed by Vanguard electronic information resources. Vanguard administration or Board of Directors may monitor, log, and/or review any or all student or employee files and messages.

Acceptable Use of Electronic Information Resources:

All Vanguard Academy employees should:

- Abide by generally accepted rules of network etiquette. These rules include, but are not limited to being polite, kind, and using appropriate language.
- Monitor student’s use of electronic devices. Students should only use computers and other electronic devices with the permission and supervision of teachers of staff and should respect and follow teacher/staff instructions.
- Immediately report accidental access of unauthorized or unacceptable Internet sites to staff/teacher/administration as appropriate.
- Ask for help when unable to properly use computers equipment or other electronic information resource.
Unacceptable Use of Electronic Information Resources: Students and employees must not intentionally:

- Harm or destroy computer equipment through abusive behavior.
- Use school technology and equipment for personal or private use, unrelated to school assignments or responsibilities.
- Allow students to reveal personal information, such as names, addresses, telephone numbers, passwords, credit card numbers, photographs, or social security numbers. Employees are advised against such. All individuals are prohibited against revealing the personal information of others or regarding the school.
- Communicate with language, graphics, or artwork that is considered to be vulgar, defamatory, threatening, or otherwise inappropriate.
- Access, receive, or transmit material that is pornographic, obscene, sexually suggestive or explicit or other material related to weapons, controlled substances or alcohol, or incendiary devices.
- Post or transmit content that that is considered “cyberbullying” as previously defined.
- Post or send content that contains threats or is hatefully or racially, ethnically or otherwise objectionable.
- Utilize any electronic devices in school locker rooms, showers or bathrooms.
- Intentionally harm or destroy school data, the network, or general network performance. This includes, but is not limited to:
  - Participating in or promoting any illegal or inappropriate activities that change the use of the computer hardware or software.
  - Corrupting, destroying, or manipulating system data.
  - Hacking or other activity, such as creating, loading, or transmitting viruses or worms, malware, password grabbers, spyware, etc. or other software which may compromise the network.
  - Erase, expire, or reset memory cache, web page links, or HTTP location history.
- Use one’s identity or misrepresent one’s identity or the identity of another to gain unauthorized access to restricted information, systems, or programs; use the school network to illegally access other systems; or to chat, email, or otherwise communicate electronically.
- Download, upload, install, or execute unapproved software without prior approval for Technology Specialist and/or Administration as appropriate.
- Formally publish school related information on the Internet without proper approvals from administration or Board of Directors. This does not include teacher and/or staff websites that are created to communicate information on assignments and class schedules.
- Violate copyright laws.
- Copy system or curricular programs or files without proper approval.
- Participate in unapproved and non-educational gaming.
- Participate in unapproved interactive real time Internet activity, such as chat rooms.
- Use the network for product advertisement or other business purposes.
- Use the network for political purposes.
- Participate in any activity that is illegal or does not conform to the rules, regulations, and policies of Vanguard.

Neither employees nor students may bring personal electronic equipment such as palm computers or laptops into the school unless they have been approved. All personal devices are subject to the same policies and guidelines as all school-owned devices.
Vanguard does not make any warranties for the electronic information resources that are provided by the school. Any damages that may be suffered as a result of a student or employee using these resources are not the responsibility of the school. Damages may include, but are not limited to the loss of data as a result of delay, human error or omission, or non-delivery or service interruption caused by a network system. The school cannot be held responsible for the accuracy of information obtained through any of the electronic information resources which it provides. All employees and students use the network system and the information obtained therein at their own risk.

Approved: 08/15/2015
8.1 BACKGROUND CHECKS

Purpose:

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. Vanguard Academy is a public Charter School that is committed to the educational success of our students. Vanguard Academy believes that having qualified individuals in positions to contribute to the School's overall strategic success is vital. Background checks also serve as an important part of the selection process when hiring employees.

Policy:

Vanguard Academy will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

Vanguard Academy Board of Directors and Director reserve the right to make the sole determination concerning information or any employment decision arising out of the background check.

Vanguard Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

For Job Candidates:

- Vanguard Academy conducts reference checks on all job candidates prior to employment offer. Vanguard Academy may use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.
- All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

Offer of Employment Process

- Once a candidate has been identified for hire, the hiring manager submits the employment application and a recommendation to hire to the Board of Directors. At that time, the Board will approve or disapprove the decision to extend an offer of employment to the candidate.
- When verbally making the offer of employment to the successful candidate, the administration must inform the candidate that the offer is contingent upon appropriate and applicable qualifications for the positions and the successful results of the background check.

General Guidelines:

1. LENGTH OF VALIDITY: Background checks will be valid for non-licensed staff and volunteers for 3 years.
2. ASSOCIATED COSTS: Fees for background checks will be paid by the school for non-licensed employees. Fees for volunteers will be paid by the volunteer; however, Vanguard will pay for a background check for a volunteer if the volunteer qualifies for the free or reduced lunch
program. Licensed teachers are required to keep their license current. A background check is a part of this process.

3. **TYPE OF BACKGROUND CHECK:** The background check that is performed must include a name check, fingerprint search, and FBI database search.

4. **NEW HIRES:** Background checks are required for all new hires. This includes all fulltime, part-time and temporary part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the Director has verified results of the background check.

5. **REHIRES:** A background check is required for all rehires that have been separated for longer than 90 days.

6. **EXISTING TEACHERS:** All teachers are required to have a background check as part of State relicensing requirements.

7. **VOLUNTEERS:** A background check is required for any volunteer who will have significant unsupervised direct contact with any student of Vanguard Academy while on the school campus or while volunteering for field trips.

8. **AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check.

Approved: 08/15/2015
8.2 COMMUNICATIONS

The phones in the front office are for the use of school personnel and official school business only. Except for emergencies, neither teachers nor students are called to the phone during school hours. Vanguard Academy staff is not responsible for transmitting messages from parent to child or vice-versa. Please complete all family communication prior to the start of the school day. However, the front office has a phone which is available for student use for local phone calls before and after school and during breaks should the necessity arise. Students must obtain permission from an administrator or secretary to use the school phone. Students are permitted to possess or use cell phones in the school or on the school grounds in accordance with policy Electronic Information Resources. However, students should have cell phones turned off in compliance with that policy. If a student uses a cell phone in violation of the policy, it may be taken by the teacher and given to the office.

Vanguard Academy encourages ongoing parental communication with the school. Communication may be accomplished by email, phone, or written notes. Additionally, the students’ homework and planner provides for comments by both the parents and the teachers. Teachers and administrators are expected to respond to all communication from parents in a timely manner. The Vanguard webpage (vanguardcharter.org) will be regularly maintained and can be used as a communication resource.

Academic communication is a priority at Vanguard Academy. PowerSchool (SIS) is available online for parents and students to monitor and communicate progress on an ongoing basis throughout the year; specific information on how to access PowerSchool SIS is available through the school counselor. Progress reports and report cards will be published at designated intervals.

Vanguard Academy will hold a Back-to-School Night for parents. The school and/or teachers will provide curricular information regarding what the children will be taught during the school year. Additionally, the teacher will explain the daily classroom schedule, instructions regarding the homework, class grading procedures, homework and testing expectations, yearly calendar, and any other information the teacher feels is specific to his/her classroom. The Director and other important school officials will also address the parents during the evening. Parents will be informed of volunteer opportunities and upcoming events.

Approved: 9/9/2015
8.3 FUNDRAISING, DONATIONS, GIFTS, AND SPONSORSHIPS

Vanguard benefits and relies on various forms of fundraising, donations, gifts and sponsorships. All fundraising activities engaged in, and gifts, donations, or sponsorships received by Vanguard and its auxiliary organizations will remain in harmony with the standards and values of the school, as well as in compliance with state and federal law. In an effort to minimize ongoing fundraising efforts within the school, all fundraisers must be approved by the Vanguard Board of Directors. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

Purpose:

Vanguard encourages community and business partnerships that enhance and supplement the public education system. Vanguard also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. Vanguard is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donors’ charitable intent to the extent that the intent of any donation or gift is in harmony with Vanguard goals and the law, and is appropriately approved. Vanguard reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships.

Scope:

This policy applies to all Vanguard administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school sponsored events; and who receive, authorize, accept, value, or record donations, gifts or sponsorships on behalf of Vanguard.

It is expected that in all dealings, Vanguard administration, staff, and school employees will act ethically and consistent with Vanguard’s policies, the Utah Educator Standards, the Public Officers’ and Employees’ Ethics Act, and State procurement law.

Approved: 9/9/2015
8.4 PARENT CONCERNS

Parents/guardians may occasionally have a concern in regard to a particular aspect of the school. Open and honest communication between parents and the school is welcomed and encouraged. In order for the staff of Vanguard Academy to best meet the needs of the student and the school, parents are asked to adhere to the following procedure when addressing concerns:

1. Begin by first addressing the concern with the teacher or individual with whom the concern is directly related, or person most able to address the concern, and no one else.
2. If the teacher or individual is not able to resolve the concern to the parents’ satisfaction, the concern should then be addressed with the appropriate Administrator, according to the Vanguard Academy Organizational Chart. This chart can be found on the school’s website.
3. If the appropriate Administrator cannot resolve the issue satisfactorily, the concerns should then be addressed with the Director.
4. If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the parent liaison member of the Board of Directors via e-mail or telephone. The parent liaison will provide assistance with resolution and may bring the matter to the attention of the Board of Directors, if necessary.
5. If the concern still persists beyond these steps, a Confidential Review of Concerns form may be filled out and be submitted to the Chair of the Board of Directors. This form is confidential, not anonymous. Parents may choose to either present their case directly to the Board of Directors or have the case presented on their behalf by the Chair of the Board of Directors. The Board of Directors will respond as quickly as circumstances dictate, not to exceed 45 days. The Confidential Review of Concerns form can be found on the school’s website, as well as in the front office of the school.

Approved: 9/9/2015
8.5 PARENT RESPONSIBILITIES

Parents/guardians have the responsibility to:

- Read and understand the Vanguard Academy Policy and Procedure Manual. All parents/guardians and students must agree to abide by all school rules as outlined therein.
- Send students to school on time and prepared to learn daily
- Oversee student work and to encourage each to put forth his/her best effort
- Demonstrate respect for all persons in the school community, including students, staff, and other parents
- Develop a partnership with the teacher to support student education
- Communicate regularly with the teacher regarding individual student progress and achievement
- Sign and return all papers and communications requested by teachers and staff members
- Refrain from smoking inside Vanguard Academy or on Vanguard Academy property
- Refrain from carrying weapons inside Vanguard Academy or on Vanguard Academy property except for State and Local Law Enforcement or those with a valid Concealed Firearms Permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder’s physical possession and remain concealed unless there is imminent danger of death or serious injury. Use of the firearm is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Put forth his/her best effort to participate in volunteer opportunities or contribute to the school in other capacities as able
- Keep student and/or school information confidential

Approved: 9/9/2015
8.6 PARENT RIGHTS

Parents/guardians have the right to:

- Prevent disclosure of student information, as allowed under FERPA and PPRA
- Review and inspect curriculum
- Receive an annual briefing regarding parental rights
- Exempt children from specific school curriculum based on personal judgment or beliefs
- Communicate with or have access to the School Leader and/or the Board of Trustees in a timely manner, as deemed necessary
- Visit the school and enter into classrooms in accordance with the school’s open door policy. All visitors will be required to check-in at the office to obtain a visitor pass. In order to prevent disruption of the learning process, infants and preschool age children and otherwise distracting behavior will not be allowed in the classroom.

Approved: 9/9/2015
8.7 SUPPLEMENTARY SCHOOL PROGRAMS

Vanguard Academy shall designate a committee to develop supplementary school program plans.

Definition:
Supplementary school programs means programs that are offered to Vanguard Academy students in addition to the regular school content, specifically after-school enrichment classes and co-curricular activities. Supplementary school programs may also mean, at the discretion of the School Leader, specific programs that are offered during the regular school day or any other additional programs the School Leader may choose to assign.

Supplementary school programs shall:
• be in alignment with the school’s mission, vision, and philosophy
• enhance the curricular objectives of the school
• have adequate adult supervision, including but not limited to:
  o appropriate student/adult ratio
  o background checks and fingerprinting on file at the school for all supervisors, including third-party instructors, and volunteers
• require the use of the standard Vanguard Academy Informed Consent form
• be appropriately covered under the school’s insurance, or provide for its own insurance coverage

A plan for a supplementary school program shall include, but not be limited to:
• a description of how the plan will enhance the vision, mission and overall school goals
• a specific listing of materials, equipment, financial resources, instructors, supervision, etc. required to implement the program
• an analysis of the fiscal impact of the program to the school, i.e. materials, instructor time, utilities, cleaning and supervisory staff that may be necessary, and additional insurance expenses
• proposed fees and coverage of costs to be approved by the Board, including but not limited to:
  o any materials and instructor time
  o utilities and cleaning
  o building supervisory staff
• program-specific rules and behavior guidelines for both students and parents
• a class size minimum and class size limit (if applicable)
• a proposed schedule of use of the school facilities, coordinated with the School Leader
• a course of action in implementing the program, including a plan to staff the program and/or recruit volunteers which may include parent volunteer scholarship.

All supplementary school program plans developed are subject to the approval of the Board of Directors and oversight of the Director. Programs shall be approved by June 30 in order to be implemented for the next school year. Programs not approved by this date shall undergo the approval process for the following school year. An exception may be granted at the recommendation of the Director.

Implementation of the program shall be consistent with all state and federal laws, the Vanguard mission, vision, philosophy, charter, by-laws, and any other board-approved documents, and in partnership with the school’s leadership. Supplementary school program coordinators shall prepare and present an annual report to the Business Manager which details results obtained from the implementation of the program, including but not limited to, student interest and fiscal success, to be evaluated for continuation of the program for the following year. All supplementary school programs must be approved on an annual basis.

Approved: 9/9/2015
8.8 VOLUNTEER SERVICE

Philosophy and Expectation: Vanguard Academy believes that parent involvement is key to a successful school and optimal student achievement. Parents who enroll their children in Vanguard Academy should do so with the understanding that their involvement is crucial to the success of their child's education and of the school.

Parents/families are expected to contribute 15 - 30 volunteer hours per school year. Volunteer opportunities are diverse in nature to accommodate individual circumstances. Parents will be expected to put forth their best efforts in contributing volunteer hours at Vanguard Academy. We would prefer parent involvement, but if parents feel they are unable to fulfill this volunteer requirement, the option of a donation in lieu of their volunteer hours at a minimum price equal to cost of the average school aide's hourly rate is available.

Responsibilities and Expectations:

A "volunteer" at Vanguard Academy is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration or through the Business Manager.

Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, administrator, or board member and shall have the approval of school administration to perform such volunteer services. Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies. Failure to do so may give rise to terminating the volunteer from service.

If at any point during volunteer service the assigned school employee, administrator, or board member believes that there is a conflict of interest with the volunteer they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the Board and Administration. After review of relevant information, the Board and Administration will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made the volunteer will be contacted by the Director, or the Board Chair to discuss the results.

While volunteering at Vanguard Academy, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. As such, when dealing with sensitive information, volunteers will be required to sign a Vanguard Confidentiality Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification.

In accordance with state law, students must not be left unattended with anyone not having been fingerprinted or without a background check. Therefore, Vanguard Academy will require all potential volunteers who are given significant unsupervised access to a student in connection with their volunteer assignment to submit to fingerprinting and a criminal background check as a condition of volunteer appointment and as outlined in policy BACKGROUND CHECKS.

The following volunteers will be required to be fingerprinted and have a background check prior to their volunteering their service per our background check policy:
• Any volunteer who assumes the responsibility for the supervision of a student or students for any given length of time. More specifically, this is any volunteer who may be the sole supervisor of a student or students at any given time, such as one-on-one reading tutors, or if the teacher were required to leave the classroom for a period of time.
• Any volunteer who accompanies the class on field trips
• Any volunteer who is involved in after-school programs
• At no time shall any volunteer be permitted to be alone in a room with a student, even those volunteers who have been fingerprinted and had a background check.
• Any parent who plans to volunteer a significant amount of time at the school is highly encouraged to have the fingerprinting and background check done. Vanguard Academy will designate on the school volunteer badge those who have been fingerprinted and have had a background check.

The associated costs are to be paid for by the applicant; however, Vanguard will pay the costs for the background check for any volunteer who qualifies for the free or reduced lunch program. Information regarding fingerprinting and background checks is available at the school office and on the school website. If the background check is returned with anything other than a cleared status, the case will be reviewed by the Board Executive Committee to determine if the individual will be allowed to volunteer at the school.

In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

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.

Immunity from Liability: 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.

Approved: 9/9/2015
8.9 WEBSITE TERMS OF USE, PRIVACY, AND LEGAL STATEMENTS

The Vanguard Academy web site is intended to serve as an official compilation of Vanguard Academy's electronic resources and services and to provide a means of communication between Vanguard Academy and the public. The site is organized around four audiences: school administrators, teachers, families and communities, and students.

Terms of Use

All materials found on this website, including computer code, are the property of Vanguard Academy and are protected by all applicable United States and International laws. You may not copy, print, or otherwise reproduce material without the express written permission of Vanguard Academy, except under the following conditions:

1) Residents of the state of Utah may reproduce and use copies of the Materials and Related Materials only for individual personal or non-profit educational purposes. Utah residents must obtain written permission from the Vanguard Academy Board of Directors for any other purpose;

2) Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered and unchanged in any way, including any copyright notices originally included with the material;

3) No monetary charge can be made for the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged.

4) Any trademarks, service marks, and logos displayed on this website, including the Vanguard Academy logo, may not be reproduced without the express written permission of Vanguard Academy or any third party that may own the marks. Any unauthorized use of the marks or any other material, except as authorized, is strictly prohibited. Private entities or persons, whether public or private, educational or non-educational, must obtain written approval from the Vanguard Academy Board of Directors and will be required to enter into a license agreement that may involve the payment of a fee.

Contact Vanguard Academy Board of Directors via email with any questions you may have. Email addresses are available on the school’s website.

Acceptance of Terms Through Use

Vanguard Academy reserves the right to change, modify, add to or delete these terms at any time and without notice. Your use of this website constitutes your acceptance of any changes or additional terms.

Privacy Statement

Vanguard Academy maintains the Vanguard Academy web site as a public service. The following is the privacy policy for this site (all publicly accessible pages in the www.VanguardCharter.org domain):
• The Vanguard Academy web site will not require the use of cookie files or cookies to view public information. A cookie file is an electronic record containing unique information a web site can use to track such things as passwords; lists of pages visited; and the date when a specific page was accessed; or to identify a user session at a particular web site. A cookie is often used in commercial sites to identify the items selected for a specific shopping cart or web portal. The Vanguard Academy website may require the use of cookies to facilitate applications that display user specific web pages. Information gathered through the use of cookies will only be used by the Vanguard Academy web site to facilitate the display of information to the web user.

• If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that transmits this information to us, Vanguard Academy will only use the personally identifiable information to respond to your request and analyze trends. We may redirect the text of your message to another government agency or person who is in a better position to answer your question. While doing this, however, we are bound by procedure to withhold your identifying personal information from the forwarded email. We may direct you to personally contact another agency or person.

For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information. We use log analysis tools to create summary statistics, which are used for purposes such as assessing what information is of most interest, determining technical design specifications, and identifying system performance or problem areas.

Hyperlinks

Any links outside the Vanguard Academy web site are provided as a convenience to our viewers. Vanguard Academy has no control over the content of these linked sites. Vanguard Academy does not necessarily endorse any products or services sold by any of these linked sites. Vanguard Academy will link to sites only if they are determined to be aligned with the school's own goals and positions. If you discover an error on one of the sites, contact the webmaster of that linked site.

Linking to the Vanguard Academy Web Site

What you can do:

You do not need to get advance permission to link to the Vanguard Academy web site from us if you are making a simple link to the Vanguard Academy homepage.

You may also link to one of our subpages, where appropriate. We reserve the right to change subpages at any time without notice, so it is up to you to continuously verify your links to our subpages. What you should not do: Do not capture our pages within your frames, or otherwise present our content as your own. Any link to our site should be a full forward link that passes the client browser to our site unencumbered. The BACK button should return the visitor to your site if the visitor wishes to back out. You should not link to individual graphics or tables within our pages, especially in an effort to place the downloading burden on our servers. Such an action may be considered a misuse of school resources and measures to block traffic from your site will be taken.
Reciprocal links

The Vanguard Academy Web site does not enter into reciprocal link agreements. We provide links to sites that are appropriate to our mission. Our creation of a link to your site does not obligate you to provide a link back to us, but you are, of course, welcome to do so. The creation of a link to your site, or any reciprocal link you provide, does not obligate us to continue to provide a link to your site in the future.

Endorsements

Vanguard Academy does not endorse any of the external products, vendors, consultants, or documentation referenced in this web site. Any mention of vendors, products, or services is for informational purposes only. If there are any questions about endorsements or links, please contact Vanguard Academy Administration.

Disclaimer and Limitation of Liability

All of the information provided is believed to be accurate and reliable; however, Vanguard Academy assumes no responsibility for any errors, appearing in rules or otherwise. Further, Vanguard Academy assumes no responsibility for the use of the information provided. Vanguard Academy specifically disclaims any and all liability for any claims or damages that may result from providing the information contained on the site, including any web sites maintained by third parties and linked to the Vanguard Academy web site. The responsibility for content rests with the organizations that provide the information. The inclusion of links from this site does not imply endorsement by Vanguard Academy. Specific questions regarding a document should be directed to the appropriate organization and not necessarily to the Vanguard Academy Webmaster. Vanguard Academy makes no effort to independently verify, and does not exert editorial control over, information on pages outside of the www.Vanguardcharter.org domain.

Approved: 9/9/2015
**New policy proposed as required under 2019 Title I requirements**

### 8.10 PARENT AND FAMILY ENGAGEMENT POLICY

**Purpose:**
To provide guidelines for developing and managing the process for jointly carrying out meaningful parent and family engagement.

**Policy:**
Vanguard Academy recognizes the importance of working together with parents and families of students to support them in completing the necessary courses and requirements for successful completion of junior high and then graduation. Together with parents, the LEA drafted this policy by using the state provided framework as a guide, making drafts available for feedback and review, completing a revision process, final review by parents and LEA, and then LEA approval.

To keep parents and families involved with the process, Vanguard Academy provides multiple opportunities for parents and families to be engaged in the student’s education. Some of the opportunities include (but are not limited to) the following:

- Back to School Night
- Annual Title I meeting
- Quarterly Parent Teacher Conferences
- Annual Career Fair
- School Improvement Committee meetings
- Parent Teacher Organization meetings

The School Improvement Committee and Parent Teacher Organization provide opportunities for parents to play advisory roles in the review and development of policies and procedures. These groups together with other stakeholders perform a needs evaluation and help determine resources needed to achieve increased student achievement especially as pertaining to Title I and other restricted program funding.

Vanguard Academy also sends an annual Parent/Family Feedback Survey to gather input on areas to be considered for improvement or change in the areas of review are Academics, Character/Citizenship, Communication, and Resources. Parents and families can always submit feedback and suggestions to staff as needed.

In order to keep this policy effective and updated with successful strategies to keep or increase family engagement, it is reviewed annually by the School Improvement Committee to identify the following:

- Barriers to engagement for parents and families, especially those who are economically disadvantaged, disabled, of limited English or literacy proficiency, or of any racial or ethnic minority;

- Needs that parents and families may have that prevent them from helping with student learning and/or engaging with school staff; and

- Strategies to support successful family-school interactions.

Upon review, any need for change is suggested and as necessary, the policy is updated and approved.
9.1 CHILD ABUSE & NEGLECT REPORTING

Vanguard Academy supports early intervention in the child abuse-abuser cycle and also supports taking early protective measures to prevent said cycle. The daily contact of education personnel with children places them in a unique and ideal position for identifying and referring suspected cases of abuse or neglect. To be better informed on identifying neglect, physical, emotional, and sexual abuse, Vanguard employees are trained annually on child sexual abuse prevention.

Any school employee, who knows or reasonably believes that a child has been neglected, or physically or sexually abused, shall immediately notify the West Valley Police Department or the Division of Child and Family Services (DCFS), as required by Utah Code Section 62A-4a-403, and the Director.

Vanguard Academy shall cooperate with social services and law enforcement agency employees authorized to investigate charges of child abuse and neglect. Vanguard Academy shall also ensure the anonymity of those reporting or investigating child abuse or neglect in a manner required by Section 62A-4a-412.

Approved: 9/9/2015  updated 8/24/2020
9.2 EMERGENCY CARE

Each student must have a current and complete Student Health Evaluation Form (completed during registration) on file indicating persons to be called in case of student illness or emergency. In addition to the parents/guardians, at least one additional contact person must be provided. It is important that the school have accurate and up-to-date cell, home, and work phone numbers, as well as any other emergency contact information. Please keep the school informed of any contact information which changes.

The school must be informed of any student health condition that warrants particular awareness, such as allergies, diabetes, asthma, history of seizures, etc. Additionally, any medical restrictions (e.g. no administration of blood products) should be noted on the Student Health Evaluation Form. In the case of an extreme medical emergency, the school will call 9-1-1. All efforts will be made to notify parents immediately.

Parents should receive a written notification for all student injuries at school; additionally, teachers and staff will submit an oral or written report to the Director regarding these injuries. A written report, in addition to the oral report, must be submitted to administration regarding serious injuries and filed in the student’s record.

Approved: 08/15/2015
9.3 HEAD INJURY POLICY

The purpose of this policy is to protect Vanguard students and athletes while participating in any and all physical activities sponsored by and through the school, including but not limited to P.E. class, try-outs, games or other extra-curricular activities. Vanguard seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing physical activity-related concussions are discussed.

Recognition of Concussion

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

The following are common signs and symptoms of physical activity-related concussion:

**Signs** (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems

**Symptoms** (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels "foggy"
- Problems concentrating
- Problems remembering

- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)
These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by a written statement from a licensed medical provider.

Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:
   - Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
   - Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
   - A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
     - Deterioration of neurological function
     - Decreasing level of consciousness
     - Decrease or irregularity in respirations
     - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
     - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
     - Seizure activity

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

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

RECOGNIZE - REMOVE - REFER

Recognize concussion

1. All educators and agents of Vanguard should become familiar with the signs and symptoms of concussion that are described above.
2. Vanguard staff shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by a written statement from a licensed medical provider.

When in doubt, sit 'em out
Refer the athlete/student for medical evaluation

1. Vanguard is responsible for notifying the student's parent(s) of the injury.
   a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.
   b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to MD):
   • Vanguard staff should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
   • Vanguard staff should continue efforts to reach a parent.
   • If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A Vanguard staff member should accompany the student and remain with the student until a parent arrives.
   • Vanguard administration shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.
3. Vanguard should seek assistance from coaches, teachers, administration, or other appropriate individual, if available, at a host school or other site during an away contest if the injury occurs during a formal athletic contest.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
   a. Asymptomatic at rest and with exertion (including mental exertion in school) AND
   b. have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by the student's teacher as well as administrative staff, who must have a very specific plan to follow as directed by the student's physician)
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:

   **Step 1.** Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
Step 2. Return to school full-time.

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

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

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

Step 6. Full contact practice or training. Participation in regular P.E. and recess activities.

Step 7. Play in game (intramural students). Must be cleared by physician before returning to play.

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

Parents or Legal Guardians of Vanguard students ARE REQUIRED to complete a Concussion & Head Injury Information Release Form and turn it into the school prior to the student participating in any intramural sports activity.

http://www.cdc.gov/concussion/HeadsUp/youth.html

Approved: 08/15/2015
9.4 MEDICAL NEEDS

Each student must complete a Student Health Evaluation form as part of the enrollment process each year. This form allows the parent to notify the school of any health concerns, chronic illness, or need of medication during school hours. The form also notifies the school of the appropriate contact in case of an emergency if the parents cannot be reached immediately. Additionally, the form releases Vanguard of liability for administering medication, and also frees the school from financial obligation should 911 be called for a student.

Immunizations: Vanguard adheres to all immunization laws. Prior to the start of school, every student must provide an immunization exemption form or have the following immunizations:

- 4-5 DPT
- 4 doses of polio
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella
- 2 MMR or 1 rubella, 1 mumps, 2 measles
- Students born after 1 July 93 and entering 7th grade must have 1 Td booster

A Utah Certificate of Immunization form or equivalent, signed by the physician, is required at registration. Occasionally, additional vaccinations may become required by law. The school reviews all immunization forms and will notify parents of missing immunizations. It is the parent’s responsibility to ensure all requirements for the student are met or that the student is on track to receive all scheduled doses.

Illness: The school utilizes reasonable precautions to ensure a healthy environment for all students. Students should be kept home from school if they have one or more of the following:

- fever
- vomiting
- diarrhea
- conjunctivitis (pink eye)
- stomach pain
- sore throat
- rash
Students must be free from the symptoms above for at least 24 hours before returning to school. Some communicable diseases require a longer exclusion from school. In the event that any of the previous symptoms appear in school, the following procedures will be followed:

1. If a student becomes ill at school, he/she will be taken to the office to be isolated from other students.
2. The child’s parents will be notified that their child is ill and must be picked up from school. Students are to be picked up within one hour of notification.
3. If a parent cannot be reached, the emergency contact person will be called.
4. In case of a serious or life threatening injury or illness, the school will call 9-1-1 for medical assistance. All efforts will be made to notify the parents immediately. Emergency personnel will decide if the child needs to be transported to a hospital. Vanguard is not responsible for any bills incurred by calling for emergency personnel.

If a student feels ill but exhibits no obvious symptoms of illness, the school nurse or secretary may invite the student to rest in the nurse’s room for 15 – 30 minutes to determine if the symptoms will subside. If the student is not feeling better after resting, the parents will be contacted to determine how the school should proceed. The student may either be sent back to class or the parent may be required to pick the student up from school.

Medications: All medication should be given to students at home whenever possible. However, if necessary, prescription medication, over-the-counter drugs, herbs and essential oils may be administered to students at school only upon the specific written request of the student’s parent or guardian and the student’s medical doctor. A signed Authorization of Student Medication is required for Vanguard staff to administer medication.

If a student is required to take medication during school hours, the following procedures must be adhered to:

- The parent or guardian must hand deliver the medication to the school nurse or secretary. Students are not to carry any medications to or from school at any time.
- All medications must be delivered in the original pharmacy or manufacturer labeled container. Any medication not delivered in the appropriate containers cannot be administered and will be returned to the parent/guardian.
- All medication and its accompanying prescription must be stored in a locked cabinet or refrigerator, as appropriate, in the nurse’s office.
- All medication must be administered by the designated personnel in the exact dose and time frame listed on the prescription. A record of the amount, time, and person administering the medication must be kept for each student and medication.
- Unused medication must be picked up from the school by the parent/guardian at the end of the school year or it will be discarded.
- Expired medication will not be administered.
- Sharing of medications, even over-the-counter types, is not allowed at school.
- Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school.
Students are allowed to possess and self-administer asthma medication and diabetes medication, as appropriate, providing certain requirements are met as outlined in Utah State Code Section 53A-11-602 and 53A-11-604, respectively. Appropriate forms are available in the office as developed by the Utah Dept. of Health.

As outlined in Utah State Code Section 26-41-104, at least one or more school personnel shall receive training from a qualified individual regarding the storage and emergency use of an epinephrine auto-injector, as well as all follow-up procedures such as calling 9-1-1 and notifying parents if possible.

Upon receiving a signed statement from a parent/guardian of a student with diabetes certifying that glucagon has been prescribed for the student, the school will appropriately train required personnel in the administration of glucagon, as well as adhere to all related requirements as outlined in Utah State Code Section 53A-11-603.

Students who have particular health concerns will be flagged with a Red Health Alert Folder which is kept in the nurse’s office. This folder will have detailed instructions on the procedures to follow in case of an emergency, as well as any parental permission required. Teachers will receive a copy of these instructions as well. The health concerns of any student who has a Red Health Alert Folder will be discussed with the teachers, office staff, and Director to ensure the student’s needs are met.

Approved: 08/15/2015
9.5 STUDENT SUPERVISION

Students should be supervised at all times. No students are allowed in closets or storage rooms. Staff members should never leave students unattended and without the supervision of a paid school employee or a school volunteer who has been fingerprinted and has had a background check. No teacher or staff member should be alone in a classroom with one or a small group of students without an open door. School administrators and/or counselors, who are meeting with students conducting school business, may be alone with the door closed only if the room has an uncovered window.

Approved: 9/9/2015
9.6 USE OF PHYSICAL RESTRAINT

During classroom management and school discipline, all staff and administration will follow the guidelines in R277-609. The following shall be prohibited:

1. Physical restraint except when a student:
   a. Presents a danger of serious physical harm to self or others; or
   b. Is destroying property;
2. Prone, or face-down, physical restraint; supine, or face-up, physical restraint;
3. Physical restraint that obstructs the airway of a student or any physical restraint that adversely affects a student’s primary mode of communication;
4. Mechanical restraint, except those protective, stabilizing or required by law, and device used by law enforcement duties, including seatbelts or any other safety equipment when used to secure students during transportation;
5. Chemical restraint, except as:
   a. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional’s authority under State law, for the standard treatment of a student’s medical or psychiatric condition; and
   b. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional’s authority under state law;
6. Subject to the requirements of R277-609, seclusionary time out, except when a student presents an immediate danger of serious physical harm to self or others.
7. For a student with a disability, emergency safety interventions written into a student’s individualized education program (IEP), as a planned intervention, unless school personnel, the family, and the IEP team agree less restrictive means which meet circumstances described in R277-608-4 have been attempted, a FBA has been conducted, and a positive behavior intervention plan based on date analysis has been written into the plan and implemented; and
8. The policies and procedures explicitly include all the requirements in the rule.

All physical restrain must be immediately terminated when student is no longer an immediate danger to self or others, or if student is in severe distress.

The use of physical restrain shall be for the minimum time necessary to ensure safety and release.

If a staff member, physically restrains a student:

1. The parent or guardian of the student and administration should be notified immediately; and

The staff member may not use physical restraint on a student for more than 30 minutes.
9.7 WELLNESS POLICY

Purpose:
The purpose of this policy is to ensure the best possible mental and physical health environment for the students of Vanguard Academy.

Description:
Vanguard’s Board recognizes that there is a link between good health and a student’s ability to learn effectively and perform at their highest academic potential. Vanguard is committed to providing nutritional information, physical activity and a healthy learning environment for its students and staff.

I. Nutrition and Fitness Advisory Committee: Under the direction of the Board and the Director of Vanguard Academy, a Nutrition and Fitness Advisory Committee will be established to oversee wellness efforts, review wellness goals and as necessary recommend changes to wellness policies. The Advisory Committee may consist of, but is not limited to parents, students, food service staff, members of the Board, the Director, teachers, health professionals and members of the community.

II. Physical Activity: The Board recognizes the importance of physical activity for student health and academic achievement. The Board encourages the director to implement programs to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the student’s physical, mental, emotional and social well-being. The following goals are some of the ways Vanguard hopes to achieve this:
   a. Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through PE, assemblies, after school activities or in the classroom.
   b. Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom.
   c. Physical education activities should teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement.
   d. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., lunch break, physical education) as punishment.
   e. Appropriate alternative activities should be provided where appropriate for ill or injured students.
   f. Parent volunteers will be encouraged to form after school sports teams or clubs for students.

III. Healthy and Safe School Environment: Vanguard recognizes that a healthy and safe school environment is necessary in promoting and sustaining the nutritional, physical and emotional health of its students and staff. This will be provided in the following ways:
   a. Provide a clean, safe, and enjoyable lunchroom for students.
   b. Provide student access to restroom use for washing hands and/or a hand sanitizer available at the entrance and exit of lunchroom and educate students on importance of washing hands.
c. Provide enough space and serving areas to ensure all students have an appropriate place to eat in the lunchroom.
d. Create an environment that fosters good eating habits, enjoyment of meals, good manners and respect for others.
e. Vanguard will make every effort to accommodate children with allergies.
f. Vanguard will make drinking fountains available so that students can get water at meals and throughout the day.

IV. Food Guidelines: The purpose of these guidelines is to support Vanguard's wellness policy, specifically in the classroom. Vanguard’s Board wants to promote a healthy classroom environment for every student, with as little distractions as possible to the learning process. This will be supported in the following ways:

a. Food will only be allowed in the classroom as part of a lesson plan and at the approval of the Director. (For example, a teacher may use an orange to teach fractions.)
b. No soda, caffeinated, or energy drinks will be provided, or allowed on campus at any time during school hours for students.
c. Vanguard Staff will not prepare or provide students with any foods containing sugar or artificial sweeteners.
d. No birthday treats will be allowed to be brought in for distribution in class.
e. No more than two class parties will be allowed per year:
   i. The Director, with the teachers, will help plan guidelines for these class parties.
   ii. Some healthy snack choices may be offered to students and faculty as part of these class parties.
   iii. The Director and the Board may create and provide a “Healthy and Affordable Snack” list to parents for parties.
f. Food provided at after school functions will be under the direction of Vanguard Board and the Directors.

Approved: 10/14/2014
9.8 EMERGENCY RESPONSE POLICY

Vanguard Academy maintains an Emergency Preparedness Plan that includes preparing for emergencies by both proactively minimizing risks where possible and also providing procedures and annual training for staff.

Annually, staff receive an updated Emergency Binder with procedures covering the following topics:

- Animals
- Bloodborne Pathogens
- Bomb Threat
- Suspicious Package
- Earthquake
- Explosion
- Fire/Gas Leak
- Hazardous Materials
- Hostage Situation
- Intruder/Lockdown
- Medical Emergency
- Power Outage
- Robbery/Theft
- Shelter in Place
- Weapons

Students will be given instruction about emergency procedures and guided through emergency evacuation drills at least twice per school year. Students will not be released at other than regularly scheduled hours unless the parent or another responsible party has been notified or assumes responsibility.

Approved: Pending Board Review
10.1 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Vanguard Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records.

However, Vanguard Academy may disclose appropriately designated “directory information” without written consent, unless you have advised us to the contrary in accordance with our procedures. The primary purpose of directory information is to allow Vanguard Academy to include this type of information from your child’s records in certain publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- A yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Team or committee activity sheets

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 educational 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 prior written consent. **If you do not want Vanguard Academy to disclose directory information from your child’s education records without your prior written consent, you must notify us in writing.**

Vanguard Academy has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student’s name
- Participation in officially recognized activities or committees
- Address
- Telephone listing
- Email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Approved: 08/15/2015
10.2 PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent*; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations.

Parents/guardians shall receive notice of any of the following activities and shall have the right to opt-out:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Administration of any protected information survey (a survey containing one or more of the above-described eight categories of information) even those not federally funded; and
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Parents/guardians have the right to inspect the following, upon request, prior to administration by the school:

- Protected information surveys of students (including an instructional materials used in connection with the survey), as described above;
- Documents used to collect personal information from students for any of the marketing, sales, or other distribution purposes referred to above; and
- Instructional materials used as part of the educational curriculum.

Annual Notice
The school shall annually notify parents/guardians of their rights under the Protection of Pupil Rights Amendment (PPRA). The annual notice must also include:

- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
- Information about who to contact to seek access or amendment of education records.

For Further Information or Complaints of Alleged Violations

Parents and eligible students who need assistance or who wish to file a complaint of alleged violations under FERPA or PPRA should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

A full copy of FERPA and PPRA rights are available through the school office.
Approved: 08/15/2015
10.3 STUDENT RIGHTS AND RESPONSIBILITIES

Students attending Vanguard Academy enjoy all the rights and responsibilities afforded to them by both state and national law.

Student Rights: No student shall be unlawfully denied an equal educational opportunity, or be unlawfully discriminated against on the basis of race, creed, color, national origin, religion, age, economic status, sex, or physical or mental handicap.

Every student has the right to receive an education relevant to his or her own needs and ability, as well as the right to learn at his or her own pace.

All students have the right to learn in an environment that upholds the law and ensures students are safe and protected during school hours and while on school property.

Freedom of speech is a basic student right; however, it is subject to the following constraints:

- It may not disrupt the educational process.
- It may not interfere with the rights of another, including his or her freedom of expression and his or her freedom from abuse and/or personal attack.
- The distribution of any written material, including material which represents the school, on the school property must receive prior approval of the Director.
- Teachers and administrators may 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, when teachers and administrators have legitimate educational concerns.

Every student has the right to an environment that encourages learning and is free of unnecessary disruption. Students have a right to the protections guaranteed to all citizens.

Student Responsibilities: Student responsibilities are established upon the values of self-respect and respect for others. As no student has the right to interfere with the education of fellow students, it is thus the responsibility of each student to respect the rights of all who are involved in the educational process. All students must adhere to these responsibilities while within school facilities, on school grounds, in school-approved vehicles, and while attending school-sponsored events.

Students in Foster Care:

Some children in foster care will require transportation to remain in their school of origin when it is determined to be in their best interest. Should the need arise, Vanguard will collaborate with their local foster care point of contact to complete the Memorandum of Understanding addressing transportation to foster youth. If a cooperative and cost-effective transportation plan cannot be established, Vanguard will contact the state-level foster care point of contact and the Utah State Board of Education (USBE) foster care point of contact. As required, Vanguard will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

Transportation of Foster child/youth will be done in compliance with R501-12-11 and meet the following requirements.

(1) Drivers of vehicles carrying foster child(ren) shall have a valid, current driver's license and valid, current vehicle insurance, and comply with all traffic regulations.
(2) Transportation of foster children shall be provided in an enclosed, registered vehicle that has functional seatbelts. Foster parents shall ensure that foster children properly utilize seatbelts and other safety equipment, including age and size appropriate car/booster seats. Recreational vehicles, including motorcycles, shall not be used for transportation.

(3) Emergency contact information, including but not limited to caseworker and Agency information, shall be provided and accessible in each vehicle used to transport foster children.

(4) Each vehicle shall be equipped with a first aid kit.

Each student attending Vanguard Academy has the following responsibilities:

- Adhere to all school rules as outlined in the Vanguard Academy Policy and Procedure Manual.
- Attend school regularly, arrive at school on time, and be prepared for class.
- Exhibit his/her best effort in each subject area and ask for help as needed.
- Practice honesty in all academic work, as well as behave honestly in dealings with all members of the school.
- Follow the lawful directions of members of the school staff.
- Submit to reasonable consequences for the violation of rules, which may be imposed by members of the school staff.
- Respect the personal and educational rights of others.
- Refrain from unauthorized use, misuse, or removal of school or individual property.
- Refrain from any form of verbal or physical behavior designed to intimidate or otherwise harass another.
- Refrain from the use of profanity or obscene gestures.
- Refrain from the threat or use of physical violence.
- Refrain from engaging in the sale, distribution, use, or possession of illegal drugs or drug paraphernalia, alcohol, or other controlled substances, including prescription drugs.
- Refrain from possession or storage of any weapon, drug, chemical, fireworks, or explosive device in any Vanguard Academy building, regardless of a federal or state license.
- Refrain from proselytizing for or discriminating against any religious or special interest groups at school.
- Refrain from any conduct which discriminates against other students on the basis of race, creed, color, national origin, religion, age, economic status, sex, or physical or mental handicap.

Note: Vanguard Academy has established rules and guidelines in order to provide a safe and orderly environment for learning. As such, students must adhere to these rules and guidelines. However, the Director may exercise his/her personal judgment in the review of individual discipline incidents.

Vanguard Academy complies with all state and federal rules and regulations. Students who feel they have been discriminated against have the right to file a complaint with the school administration and/or local, state and federal authorities.

All policies and procedures shall be updated regularly to comply with state and federal laws.

Approved: 08/15/2015, Updated 11/26/19
10.4 SEARCH OF PERSON OR PROPERTY

Given the school's custodial and tutelary responsibility for children, and the school's commitment to preserve a safe environment for all students and staff, Vanguard Academy school officials 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 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 school's responsibility to protect the health, safety and welfare of its pupils and personnel in accordance with Act 451, Section 380.1306.

Student lockers are solely the property of the school, and as such students have no right or expectation of privacy in school lockers. Lockers and/or locker contents may be searched without prior permission and at any time by school officials either 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.

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

The Director 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 Director 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.

Searches of Students and Student Property: Searches of a student's 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 have reasonable suspicion that the student or student property is concealing lost/stolen/misplaced items, weapons, drugs, alcohol, tobacco, unsafe contraband, pagers, or other items considered inappropriate at school.

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:

- The search shall be conducted in a private area of the school by a school official of the same sex as the student being searched
- The search shall be observed by an objective third party of the same sex as the student being searched (i.e., administrator, teacher, police officer)
- 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:

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

Approved: 08/15/2015
10.5 SPECIAL EDUCATION STUDENTS

Vanguard Academy’s student population includes students who require Special Education instruction. The classroom teachers of these students need to be aware of their needs and their Individual Education Plan (IEP). An IEP outlines the student’s specific needs and accommodations for testing, instruction, one-on-one help, etc. The Special Education teacher creates an IEP for each qualifying student in collaboration with the student, their parents, the school counselor, and the regular classroom teacher as necessary. Once the IEP is created, the Special Education teacher or the counselor meets with each teacher to review the needs and plans of the Special Education student. Teachers are legally responsible to accommodate the needs of the Special Education student based on their IEP.

Approved: 08/15/2015
10.6 DISABILITY

In accordance with Federal law, Vanguard Academy does not discriminate on the basis of disability with regard to admission, educational services, employment, or otherwise. Under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, an individual with a disability is defined as:

- A person with a mental or physical impairment which substantially limits one or more major life activity, such as seeing, hearing, speaking, breathing, or learning
- A person who has a record of such impairment
- A person who is regarded as having such impairment

All students who meet the above definition of an individual with a disability will be evaluated, identified, and provided with Free Appropriate Public Education (FAPE) as applicable. Vanguard Academy will make available to all eligible children with disabilities a free appropriate public education in the least restrictive environment according to their needs.

Parents of children with disabilities are entitled to procedural safeguards, including individual notice and an impartial hearing. If parents have a disability discrimination complaint, relevant information for the grievance procedure is available at the front office.

Approved: 08/15/2015
PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve, therefore I will:

• Follow school attendance and tardy policies and by making certain my child attends school regularly and on time.
• See that my child is well-rested and has breakfast each day.
• Set aside a specific time and place for homework, assisting as necessary.
• Attend scheduled College and Career Readiness Plan (CCRP) conferences and communicate regularly with my child’s teachers to ensure his/her academic success.
• Support the school and staff in maintaining proper discipline.
• Read with my child and let him/her see me read regularly.
• Encourage positive attitudes toward school.
• Volunteer in my child’s classroom and the school as appropriate.
• Review information and work sent home and respond as necessary.

______________________________________________________  ___________________
Signature         Date

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

• Follow school attendance and tardy policies by attending school regularly and on time.
• Complete assignments and homework.
• Be prepared for class, bringing homework and supplies to school each day.
• Work to the best of my ability.
• Work cooperatively with classmates, teachers and staff.
• Respect myself, other people, and my school.
• Follow all school rules.
• Uphold the student code of conduct.
• Accept responsibility for my own actions.
• Help support school spirit and unity and create a learning environment free of distractions, by refraining from bullying, chewing gum on school property, and having electronics (iPods, cell phones) during instructional time.
• I will abide by the dress code.

______________________________________________________  ___________________
Signature         Date
TEACHERS & STAFF RESPONSIBILITIES

I will help each student to learn, achieve and prepare for college and/or careers, therefore I will:

- Demonstrate professionalism in dress and actions and uphold and support all school policies and procedures
- Maintain high moral and ethical standards and be positive role models
- Respect all students, parents/guardians, and staff and will not use cynicism or sarcasm
- Seek out professional improvement and development and continue to learn and grow
- Exhibit and instill growth mindset by holding high expectations for all students, believing that all students can learn
- Provide high quality, engaging curriculum and instruction in an effective, caring, respectful, supportive, safe and non-threatening environment where all students can learn
- Prepare and implement cross-curricular and differentiated lessons/activities to accommodate and challenge all learning abilities
- Provide multiple opportunities and guidance for students to master concepts in each course using frequent and adequate assessments, intervention and re-assessment as appropriate
- Provide prompt and positive feedback on tests, assignments, areas of strength and opportunities for improvement
- Engage in two-way meaningful communication regularly with families and students through multiple systems including but not limited to conferences, notes, emails, texts, and phone calls

______________________________________________________  ___________________
Signature      Date

ADMINISTRATION RESPONSIBILITIES

I will cultivate an excellent academic climate and culture for all who attend Vanguard, to that end I will:

- Provide an equitable learning environment for all children.
- Provide high quality, engaging curriculum and instruction in a supportive and effective learning environment by highly qualified staff.
- Encourage the staff to provide parents with information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
- Have regular, two-way communication including quarterly parent-teacher conferences for parents of children to attend and send home quarterly progress reports.
- Provide reasonable parent access to staff members.
- Provide a variety of opportunities for parents to volunteer in the school.
- If needed and reasonable, provide parents opportunities to observe classroom activities.

______________________________________________________  ___________________
Signature      Date
11.1 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. Vanguard Academy defines "immediate family" as your spouse, parent, child, step child, sibling or your spouse's parent. Vanguard Academy defines "extended family" as your grandparent, your spouse's grandparent, or your spouse's brother or sister.

Up to three days of paid bereavement leave due to the death of an immediate family member and one day for an extended family member will be provided to eligible employees in the following classification(s):

* Regular full-time employees

If you require additional time off, it will be charged against your PTO pay or without pay with your manager’s prior approval.

Bereavement pay for hourly employees is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Approved: 08/15/2015
11.2 COMPENSATION POLICY

Purpose:

The purpose of this policy is to define the roles between Director and Board of Trustees in determining employee compensation. Employee compensation makes up a large portion of the school’s budget, directly affects the performance of the school, and has long term implications. Because of the importance of these matters, roles should be clearly defined.

Policy:

It is the responsibility of the Director to ensure that funds are available for any compensation within the specified budget category.

New Positions:

New positions within the school must first receive approval to be added from the Board of Directors and be in accordance with hiring procedures. Compensation for new positions will be determined jointly between the Director and Board of Directors and should fall within the suggested salary schedule.

New Employees:

Compensation for new employees hired for existing positions will be determined based on previous compensation for the position, employee qualifications, and the suggested salary schedule. The Director will determine new employee compensation based on the above criteria and should fall within the suggested salary schedule. Any new employee compensation more than 5% above the suggested salary schedule will require approval from the Board of Directors.

Existing Employees:

Raises for existing employees are determined by the Director based on employee performance, the suggested salary schedule, and budget available for compensation. Any raise in excess of 5% over one year, with or without duty changes will require approval from the Board of Directors. Any changes to qualifications or categories within the suggested salary schedule will be addressed at the beginning of the next salary agreement and not in the middle of a budget year.

Approved: 08/15/2015
11.3 CONFERENCE AND TRAINING POLICY

Teachers may be called upon to attend and participate in academically-oriented conferences, trainings, seminars, workshops, and other related events. Whilst on official school business, the employee shall conduct him/herself in accordance with the policies of the Vanguard Academy Teacher Handbook and act as official representatives of the school. It is the attendee’s responsibility to report back, present, and/or share all information from the event with other school employees, as directed.

Travel and Expenses

All pre-approved travel-related expenses shall be reimbursed to the employee by the school upon completion and submission of an official reimbursement form and accompanying receipts if expenses are not pre-paid by the school. Teachers must receive authorization from the Director regarding method of travel, class of lodging, etc. prior to commencing any official travel. Teachers who are traveling will be assigned a per diem amount for traveling expenses. See Reimbursement Policy.

Approved: 08/15/2015
11.4 EMPLOYEE BENEFITS POLICY

Vanguard Academy will offer stipend that may be used to purchase employee-selected health plan as specified in their employment agreement.

Approved: 08/15/2015
11.5 JURY AND WITNESS DUTY LEAVE

All employees are allowed unpaid time off if summoned to appear in court as a witness or serve as members of a jury. To qualify for jury or witness duty leave, you must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed. Vanguard Academy will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

Approved: 08/15/2015
11.6 MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteer for the same, the employee should notify his/her supervisor and submit copies of military orders as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Annual Reserve and Guard training, if possible, should be scheduled during summer months so as not to conflict with teaching requirements. However, in the event a teacher must serve during the school year, if personal and vacation time has been exhausted this time will be granted in unpaid status.

Approved: 08/15/2015
11.7 PAID HOLIDAYS

Exempt employees are paid an annual salary according to salary agreements for a specific number of work days.

Non-exempt employees who are scheduled to work 30 hours or more per week during the school year will receive wages equivalent to a regular scheduled work-day for the following holidays, plus two floating holidays that can be used on non-school days at the employee’s discretion with administrative approval:

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- Presidents’ Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday, unless otherwise noted on the school calendar.

Should it be necessary for eligible non-exempt employees to work on a holiday, they will be paid at the rate of 1 1/2 times their regular rate for hours worked on the holiday, and may, with the approval of administration, take a different day during the same week as a paid holiday.

Approved: 08/15/2015
11.8 PAID LEAVE DAYS (PLT)

This policy pertains to Vanguard Academy (Vanguard) employees who receive paid leave time off (PLT) as part of their employment contract. Vanguard employees may choose to cash out or rollover accrued PLT as outlined in Employee Contracts.

Approved: 08/15/2015
11.9 PAID VERSUS UNPAID LEAVE

All paid time off must be approved in according to policy 11.8 Paid Leave Days. Exempt employees are granted a set number of paid leave days per year, as outlined in individual salary agreements. Professional teaching staff is paid annually for teaching a set number of days. When a teacher has exceeded the number of paid leave days authorized and the teacher is absent, the teacher’s summer salary will be reduced by his or her corresponding daily rate equal to time missed from required work time.

For non-teaching exempt employees, missed work days exceeding the authorized paid leave days will be subtracted from the paycheck following the absences.

Approved: 08/15/2015
12.1 CLASSROOM CONDUCT POLICY

Employees shall treat students with respect and consideration. Each employee shall develop and implement classroom management policies which ensure respect for all students, employees, volunteers, parents, and Board members.

Employees are responsible to enforce school wide behavior management plan in conjunction with student discipline in their classrooms. Excessive student misbehavior shall be reported to the school administration along with documentation of the behavior. Consequences will be assigned according to the 3204 School-wide Discipline Policy.

All employees shall conduct themselves in a professional manner, whether in or out of their classrooms. Employees shall avoid behavior which gives the appearance of impropriety.

Approved: 08/15/2015
12.2. CODE OF CONDUCT/APPROPRIATE BEHAVIOR POLICY

1. PURPOSE AND PHILOSOPHY

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

2. DEFINITIONS

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

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

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

   ii) "Boundary violation" does not include:

      (1) offering praise, encouragement, or acknowledgment;
      (2) offering rewards available to all who achieve;
      (3) asking permission to touch for necessary purposes;
      (4) giving a pat on the back or a shoulder;
      (5) giving a side hug;
(6) giving a handshake or high five;

(7) offering warmth and kindness;

(8) utilizing public social media alerts to groups of students and parents; or

(9) contact permitted by an IEP or 504 plan.

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

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

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

(1) touching the anus, buttocks, pubic area, or genitalia of a student;

(2) touching the breast of a female student; or

(3) otherwise taking indecent liberties with a student;

(4) with the intent to:

(a) cause substantial emotional or bodily pain; or

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

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

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

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

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

3. POLICY

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

a) Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.
b) A staff member may not subject a student to any form of abuse including but not limited to:
   i) physical abuse;
   ii) verbal abuse;
   iii) sexual abuse; or
   iv) mental abuse.

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

d) A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
   i) viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
   ii) sexual battery; or
   iii) sexual assault.

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

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

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

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

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

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

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

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

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

b) In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A-4a-403:
   i) a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator, or to the Board;
   ii) a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform the Board of the reported abuse; and
   iii) if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the Vanguard administration shall immediately report that information to the Utah Professional Practices Advisory Commission;
   iv) a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.

c) A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student’s building administrator in compliance with 5.5 Bullying, Cyberbullying, Harassment, Hazing, Retaliation and Abusive Conduct Prohibition and Prevention policy.

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

e) A staff member who feels a student is acting inappropriately should recognize their role in maintaining professional boundaries and utilizing the School-Wide Discipline Policy as needed.

5. TRAINING

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

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

6. VIOLATIONS

A staff member found in violation of this policy will be subject to disciplinary action.

Reviewed: March 2020, pending final board approval
12.3 CONFIDENTIAL INFORMATION POLICY

The school requires all employees to treat as confidential any records or information pertaining to, but not limited to, the performance, behavior, background, preferences, and identification of students, parents, and other employees of the school. Employees may not use such information either directly or indirectly other than for school purposes. Violation of this policy may result in disciplinary action up to and including termination.

Approved: 08/15/2015
12.4 DISCIPLINARY ACTION POLICY

The Director may discipline employees in accordance with the following five steps:

Step 1: Verbal Reprimand – The Director shall verbally counsel the employee and provide suggested action to be taken by the employee in order to avoid future/continuing disciplinary action.

Step 2: First Written Warning - The Director shall verbally counsel the employee and outline action to be taken by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee’s personnel file.

Step 3: Second Written Warning - The Director and/or Members of the Board of Directors shall verbally counsel the employee and outline action to be taken within a time frame by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee’s personnel file.

Step 4: Employee Suspension - The Director and/or Members of the Board of Directors shall inform the employee of his/her immediate suspension from his/her duties, without pay, for a period of no less than 3 consecutive school days, during which time the employee shall not enter school property. A formal letter of suspension shall be written and copied to the employee and the employee’s personnel file. During the period of suspension, the school will provide a substitute or replacement employee.

Step 5: Termination - The Director, and/or Members of the Board of Directors shall inform the employee of his/her immediate termination of employment. An official discipline letter of termination shall be written and copied to the employee and the employee’s personnel file. The employee shall gather his/her personal effects under the supervision of the Director or other designated school official, and/or Members of the Board of Directors, after which he/she will be escorted off school property.

Acts of misconduct need not be similar in nature for employees to escalate from one step to the next.

Certain offenses can have an immediate and serious negative impact upon the school and are grounds for the school, at its option, to skip any of the four steps listed above or to effect an immediate termination of employment regardless of whether the employee has escalated through all four steps in succession. Examples of such offenses include, but are not limited to:

- Any violation of State of Federal Law (excluding minor traffic offenses)
- Any conduct which endangers or threatens the health, safety, or welfare of any student, employee, or any other person.
- Release of confidential information without authorization.
- Three or more days of unauthorized absence.
- Violation of the Alcohol, Drug, and Tobacco-Free Workplace Policy
- Fighting.
- Dishonesty such as, but not limited to misrepresentation of facts to the administration and/or Board of Directors and unauthorized altering of time records
- Insubordination/Refusal to perform Employee Duties as outlined
12.5 EMPLOYEE MISCONDUCT POLICY

Employee misconduct shall generally be addressed by the Director and/or Members of the Board of Directors. When allegations of employee misconduct arise, the Director shall investigate the allegations in a conference with the employee. A further conference with all relevant parties shall also take place, as needed.

Misconduct deserving of disciplinary action includes, but is not limited to:

- Failure to devote full time and efforts to Employee Duties, as outlined in the Employment Agreement.
- Breach of Employment Agreement.
- Violation of negotiated agreements, oral or written.
- Incompetence or inefficiency in the performance of Employee Duties, as outlined but not limited to the Employment Agreement.
- Dishonesty on the job, including but not limited to dishonesty to administration, colleagues, parents, or Board of Directors.
- Any violation of State or Federal Law (excluding minor traffic offenses).
- Bringing in an intoxicant into or consuming an intoxicant on school property, or reporting to work under the influence of an intoxicant.
- Addiction to or being under the influence of a narcotic or other habit forming drug without a prescription, or abuse of a prescription drug. Employees may be subject to a random drug test.
- Use of tobacco in any form whilst on school premises.
- Use of Vanguard Academy for personal gain.
- Negligent or willful damage to school property or excessive waste of school supplies or equipment.
- Falsifying any information supplied to the school including, but not limited to data on application forms or employment records.
- Unauthorized absence or tardiness without due cause.
- Possession of firearms or weapons of any kind on school premises. There are only two exemptions allowed. The first exemption is for a kitchen knife used in conjunction with a school event such as a party. The knife must be kept in an employee’s possession for the duration of the time it is within the school and cannot remain more than one day. The second exemption to this is those with a valid Concealed Firearms permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder’s physical possession and remain concealed unless there is imminent danger of death or serious injury. Use of the weapon is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Use of school computer and network resources, including but not limited to Internet access or email accounts, to access, view, or download any pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including to but not limited to websites.

Use of any school computer and/or network resources including, but not limited to Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain.

Approved: 08/15/2015
12.6 HARASSMENT POLICY

Vanguard Academy has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. Harassment is verbal or physical conduct which denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, sexual orientation, personal appearance, disability, or status in any group protected by state or local law. Harassment can also occur if conduct is directed toward a person's relative, friends, or associates.

Sexual Harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
   • Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
   • Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
   • Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Types of Harassment

Sexual harassment constitutes a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. As was stated above, the EEOC and the federal courts have recognized two distinct types of sexual harassment: "quid pro quo" and "hostile environment" harassment.

• "Quid pro quo" harassment occurs when an aspect of a person's job is conditioned on his or her accepting the sexual advances or conduct of another worker (usually a manager or supervisor).
• "Hostile environment" harassment occurs when an employee is subjected to a pattern of unwelcome, sexually, racial, religious, etc. related conduct in the workplace that creates a hostile, intimidating, or offensive work environment. Such conduct includes, but in not limited to:
  • Slurs
  • Stereotyping
  • Threats
  • Intimidation
  • Hostile or demeaning jokes and pranks
  • Harassing material displayed on walls, bulletin boards, or circulated in the workplace
  • Favoritism or persecution

It should be noted, however, that sexually harassing conduct need not be of a specifically sexual nature, it need only be gender-based.
Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Whistling at another person.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive text, E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Spreading of sexual rumors.
- Sexual assault or rape.

Complaint Procedure

Employees who feel that they are being harassed should report the incident immediately to the school administration unless the complaint involves the Director, in which case employees should report to the Board. Employees who have personal knowledge of the occurrence of harassment shall report the incident immediately to the school administration and/or Board. If for any reason you believe it would be inappropriate to discuss the matter with the school administration and/or Board the employee may report it directly to the appropriate Human Resources contact who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible; however, Vanguard Academy cannot guarantee anonymity to persons who report harassment.

If Vanguard Academy determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Vanguard Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, including disciplinary and/or legal action.

Approved: 08/15/2015
12.7 STAFF RESPONSIBILITIES

The following are expectations and responsibilities of all teaching staff (as applicable):

- Teacher shall use his/her best efforts in serving the school. Teacher shall perform such duties and responsibilities as are usual and customary to the position, but not lower than the standard of care established in the Teacher Handbook.
- Teacher shall support and enforce the policies, curriculum, mission, administration, and governing board of the school.
- Hours of employment are to be determined by the Director of the school. School hours are subject to change but will not exceed 8.5 hours per day. On occasion, additional hours may be required for events such as parent-teacher conferences and other school activities and events.
- Teacher may not engage in any outside employment that would impact his/her ability to perform these duties and responsibilities or adversely reflect upon the school.
- Teacher shall perform instructional duties as set forth in the school’s Teacher Handbook, as it may be amended or updated from time to time, and in accordance with the requirements of the Utah State Office of Education.
- Teacher shall develop lesson plans and make them available to the Director in advance each Monday or the 1st day of each school week. Such lesson plans shall be taught in accordance with the guidelines set forth in the Teacher Handbook.
- Teacher shall attend all school Professional Development (PD) and Teacher Work Days (TWD)s throughout the school year, without additional compensation.
- Teacher shall assist in drop-off and pick-up (carpool) duties at the school as defined in the Teacher Handbook.
- Teacher shall refrain from using the school’s name for any purpose without the express permission of the Board of Directors.
- Teacher shall act in a professional, respectful manner whenever conducting school business, or when it is reasonably expected the teacher would be viewed as a representative of the school, whether teacher is on or off school grounds. Teacher shall also maintain a positive attitude and demeanor at all times when representing the school – both on school property and off school grounds.
- Teacher shall be duly certified and qualified to perform as a Teacher within the State of Utah. Teacher must also meet the requirements of Highly Qualified status as defined by federal law. Teacher shall obtain State of Utah fingerprinting and background check prior to commencement of any teaching duties. Teacher warrants and represents that he/she is certified and holds all licenses, certifications, qualifications and any other requirements that a teacher must meet in teaching at a school such as Vanguard.
- Teacher shall comply with all of the policies set forth in the Handbooks issued by the school.
- Teacher shall comply with Family Education Rights to Privacy Act (FERPA) laws and maintain, in the strictest of confidence, all personal information regarding any students and employees of the school.
- Teacher shall endeavor to work collaboratively with colleagues by sharing best practices, mentoring, conversations, modeling, and actively engage in professional development activities.
- Teacher shall perform additional duties, when needed, as prescribed by the Director.
- In the event that Teacher violates any term of this agreement, the teacher handbook, or any other policy or procedure of Vanguard, this agreement will be terminated and Teacher’s employment with Vanguard may be extinguished.

Approved: 08/15/2015
3.1 GRADING

Grading Scale

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<th>Score Range</th>
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<td>95-100</td>
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<tr>
<td>A-</td>
<td>90-94.99</td>
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<td>B+</td>
<td>87-89.99</td>
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<td>B</td>
<td>83-86.99</td>
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<td>B-</td>
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<td>D-</td>
<td>60-62.99</td>
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**Academic Student Standing**

**HIGH HONORS:**
GPA greater than 3.70, student is on the High Honor Roll and may qualify for scholarships.
Congratulations!

**HONORS:**
GPA between 3.50 and 3.69 student is on the Honor Roll and may qualify for some scholarships

**GOOD STANDING:**
GPA between 3.20 and 3.49, student is in good standing

**MINIMUM STANDARD:**
GPA between 3.00 and 3.19, student meets the minimum acceptable academic level required at Vanguard Academy. Students in this range will meet with an administrator to create an “Academic Improvement Plan”.

**ACADEMIC WARNING:**
GPA between 2.50 and 2.99, student is on “Academic Warning”. Parent and student must attend an “Academic Improvement Workshop” where an “Academic Improvement Plan” and “Improvement Contract” will be written. Tutoring Lab attendance is required.

**ACADEMIC PROBATION:**
GPA between 2.00 and 2.49, student is on “Academic Probation”. Parent and student must attend an “Academic Improvement Workshop” where an “Academic Improvement Plan” and “Improvement Contract” will be written. Tutoring Lab attendance is required. Student will be assigned to a study skills class in place of an elective.

**ACADEMIC SUSPENSION:**
If student receives a GPA less than 2.00, an F, I, or E grade in any class then the student is on “Academic Suspension”. No Concurrent Enrollment classes are allowed. Students will be assigned high school credit classes at Vanguard or approved online programs. Parent and student must attend an “Academic Improvement Workshop” where an “Academic Improvement Plan” and “Improvement Contract” will be written. Tutoring attendance is required. Student will be assigned to a study skills class in place of an elective. Student is in danger of failing which may result in retention.

A student may make an appeal to the Vanguard Review Board at any time. The Vanguard Review Board will look at the overall student success as well as the actual appeal letter that is written. Students with poor grades, poor attendance, or a history of challenges are less likely to have their appeal approved.

Approved: 08/15/2015

**12.8 Academic Grading Policy**
Tests or quizzes that are missed due to absences must be made up within 2 of the student’s class periods for that class following the date of the student’s return to school.

Teachers have 2 school days (sooner if possible) following any test or quiz to correct, grade, and return test or quiz to the students.

Homework should also be corrected and returned as soon as possible.

Teachers should have grades updated and posted by the weekly deadline (Monday by 8 AM).

Reports or projects may be counted as test or quiz grades depending on the time and effort spent on them.

Departments should have uniform categories and weights for scoring tests, quizzes, grading, etc. Different grade levels within the department may vary, as long as each there is consistency among courses.

Curriculum should be taught to fidelity. Material must support the required standards of the course. Changes to the curriculum should be reviewed by the Department Head and curriculum Coordinator.

Approved: Pending board
13.1 ALCOHOL, DRUG, AND TOBACCO-FREE WORKPLACE POLICY

In accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, Vanguard Academy will maintain and enforce a drug and alcohol-free workplace. The school will provide a safe and productive workplace free from possession, manufacture, use, or distribution of tobacco, alcohol, or illicit drugs.

Approved: 08/15/2015
13.2 STAFF BACKGROUND CHECKS

Purpose:

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. Vanguard Academy is a public Charter School that is committed to the educational success of our students. Vanguard Academy believes that having qualified individuals in positions to contribute to the School's overall strategic success is vital. Background checks also serve as an important part of the selection process when hiring employees.

Policy:

Vanguard Academy will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

Vanguard Academy Board of Directors and Director reserve the right to make the sole determination concerning information or any employment decision arising out of the background check.

Vanguard Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

For Job Candidates:

- Vanguard Academy conducts reference checks on all job candidates prior to employment offer. Vanguard Academy may use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.
- All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

Offer of Employment Process

- Once a candidate has been identified for hire, the hiring manager submits the employment application and a recommendation to hire to the Board of Directors. At that time, the Board will approve or disapprove the decision to extend an offer of employment to the candidate.
- When verbally making the offer of employment to the successful candidate, the administration must inform the candidate that the offer is contingent upon appropriate and applicable qualifications for the positions and the successful results of the background check.
General Guidelines:

1. LENGTH OF VALIDITY: Background checks will be valid for non-licensed staff for 3 years and 3 years for volunteers.
2. ASSOCIATED COSTS: Fees for background checks will be paid by the school for non-licensed employees. Fees for volunteers will be paid by the volunteer; however, Vanguard will pay for a background check for a volunteer if the volunteer qualifies for the free or reduced lunch program. Licensed teachers are required to keep their license current. A background check is a part of this process.
3. TYPE OF BACKGROUND CHECK: The background check that is performed must include a name check, fingerprint search, and FBI database search.
4. NEW HIRES: Background checks are required for all new hires. This includes all fulltime, part-time and temporary part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the Director has verified results of the background check.
5. REHIRES: A background check is required for all rehires that have been separated for longer than 90 days.
6. EXISTING TEACHERS: All teachers are required to have a background check as part of State re-licensing requirements.
7. VOLUNTEERS: A background check is required for any volunteer who will have significant unsupervised direct contact with any student of Vanguard Academy while on the school campus or while volunteering for field trips.
8. AUTHORIZATION BY APPLICANT: The candidate must authorize the background check.

Approved: 08/15/2015
13.3 CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employee benefits, employees are classified as follows:

- Full-time regular employees. Employees hired to work the normal, full-time, workweek, as defined in the Employment Agreement, on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

- Part-time regular employees. Employees hired to work fewer than thirty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

- Temporary employees. Employees engaged to work full time or part time on the school’s payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Vanguard Academy.)

- Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.

- Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond that which is outlined in the Employee Agreement during any given workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions and some computer professionals are typically exempt.

Employees will be informed of their initial employment classification and of their status as an exempt or nonexempt employee during employee orientation. If a position change occurs during the course of employment as a result of a promotion, transfer, or otherwise, the employee will be informed of any change in exemption status.

Approved: 08/15/2015
13.4 COPYRIGHT LAW

Vanguard Academy upholds the United States copyright laws. All school employees are expected to comply with these copyright laws as they relate to the duplication, retention and use of copyrighted materials, and also all guidelines that have been published to facilitate compliance with the copyright laws. Educators and schools who do not uphold copyright laws may be held liable for copyright violations regardless of the educational purposes for which these copyrighted materials were used.

All Vanguard Academy employees must understand and appreciate the necessity of compliance with the copyright laws. The following prohibitions related to copyright laws are established within the school:

- No unlawful copies of copyrighted material may be made on Vanguard Academy owned equipment.
- Unlawfully made copies of copyrighted material may not be used with Vanguard Academy-owned equipment, within Vanguard Academy-owned facilities, or at Vanguard Academy-sponsored functions.
- The protections otherwise afforded to Vanguard Academy employees shall not be extended to those who knowingly and unlawfully copy and/or use copyrighted materials in violation of the copyright laws and guidelines as communicated by Vanguard Academy pursuant to this policy.

The guidelines and standards set forth in the Vanguard Academy copyright policy shall include but not be limited to all printed material, including written works, art work, and music; videotapes/DVD’s, including motion picture recordings; multimedia; the Internet; computer software; recorded music; and performances and display.

The Vanguard Academy Technology Specialist (TS) will observe and promote the legal and ethical issues surrounding the use of copyrighted materials within the school. The TS shall be charged with the task of providing teachers, library workers, administrators, students and parents with clear instruction on the permissible use of copyrighted materials related to the education environment. Sufficient teaching and resources shall be made available to all parties describing the U.S. copyright law and the principle of "fair use."

The TS will also set forth accepted guidelines proposed by the federal government and various groups which represent the interests of both copyright holders and copyright users. The TS will strictly adhere to all U.S. copyright laws and guidelines in the operation and management of the school library. If the TS becomes aware of misuse of copyrighted material within the library or the school, the individual involved will be reminded of policy and re-taught the guidelines which must be followed.

Approved: 08/15/2015
13.5 DATING BETWEEN EMPLOYEES POLICY

Vanguard Academy has adopted this policy in recognition of its responsibility to provide guidelines on romantic and sexual relationships with other employees and to caution employees about the potential problems posed by such relationships. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. They can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate relationship.

Vanguard Academy does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- Vanguard Academy strongly discourages supervisors and managers from engaging in romantic or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

Any romantic relationship between a supervisor and subordinate employee must be disclosed by the supervisor to the administration and/or Board. The administration and/or Board must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the dating couple to determine which partner will resign.

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in disciplinary action up to and including termination.

Approved: 08/15/2015
13.6 EMPLOYEE DRESS CODE

The Intent of the Employee Dress Code is to promote a professional atmosphere and respectable work environments for all personnel, students, and visitors. Personal appearance will be regarded as an important aspect of an employee’s overall effectiveness.

Employees are expected to use good taste and good judgment in selecting the clothes they wear on the job. Fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal education process. All employees are expected to keep themselves neat, clean, and well groomed. Modesty should guide choice of clothing, including skirt length and style of neckline. Sheer clothing, clothing with holes or manufactured holes, or clothing that otherwise is revealing, distracting or provocative are not considered appropriate for work.

The appearance of an employee is an important part of public relations. Employees represent the organization in the eyes of colleagues, students, and visitors alike.

Dress Code must be followed during all student attendance days. The only exceptions shall be non-student attendance days and certain special days, and/or activities which are declared exempt by the Director. Teacher Work Days and Professional Development days will follow Friday dress code.

The following items concerning our dress code are by way of illustration and are not all-inclusive.

- Name badges must be worn.
- **Shirt/Blouse:**
  - Must have a sleeve and cover the entire shoulder
  - Necklines must be high enough to cover all cleavage at all times
  - Must hold to your chest when bending over
  - Must be long enough to always cover the underside of your stomach so it is not visible to others
  - Must be free of offensive pictures, writing, logos, etc.
  - Should be well-fitting, comfortable, and flattering (not too tight or too big)
  - Underwear must always be covered and not be visible, (ex. straps should not be visible under lace or see-through fabric)
  - Men’s shirts should have collars and be tucked in (except on Fridays and other exceptions noted above)

- **Pants:**
  - Slacks/dress pants on Monday-Thursday; Jeans on Fridays
  - Dress capris and dress gauchos are okay (length must be no shorter than mid-calf)
  - Should be well-fitting, comfortable, and flattering, not too tight or too big (The shape of the leg should not be visible)
  - Men should wear belts (except in PE, lunch, and with jeans on Fridays)
- Jeans on Fridays and other activities which are declared exempt by the Director.
- Shorts may **ONLY** be worn on non-student days and certain special days, and/or activities which are declared exempt by the Director **AND MUST come to the knee.**

- **Dresses, Skirts, Skorts:**
  - Must come to the knee even with leggings underneath (Slit in skirts must also comply with this policy)
  - Length of dress or skirt will be determined based on the end of the solid fabric not including any extended lace or sheer fabric.

- **Shoes:**
  - Shoes should be clean and polished.
  - Comfortable and appropriate footwear must be worn during school hours. The wearing of high heels is discouraged. Safety, comfort, and appearance are the main considerations for acceptable footwear. Flip-flops or beach type shoes are not considered acceptable attire.

- **Hair/Headwear:**
  - Hair shall be neat, clean and well groomed. Moustaches, beards, and sideburns are to be kept clean and well-trimmed at all times. (Men’s hair should be trimmed above the ears and collar.)
  - Coloring of any part of hair with colors outside of the natural range of hair color using dyes, chalk, costume spray, etc. is not acceptable.
  - Extreme styles such as Mohawks, spikes, or dreadlocks are not acceptable.
  - As a show of respect for our school, we ask that headwear (hats, bandannas, caps, etc.) not be worn in the Vanguard school building. Headbands wider than 2 inches are considered headwear.

- **Jewelry/Accessories:**
  - The wearing of excessive jewelry is not allowed. Earrings should be limited to no more than 1 earring per ear. Tattoos and drawing on the skin should never be visible.
  - Accessories must not present a health or safety risk. Items that could be dangerous or be used as a weapon (spikes, needles, chains, etc.) are not allowed.

If an employee’s dress or grooming violates the school rules or interferes with the normal education process, he/she will be asked to change whatever is in question. Continual non-compliance may result in additional disciplinary action at the discretion of the administration.

Pending Board Approval
13.7 EMPLOYMENT ELIGIBILITY COMPLIANCE

Vanguard Academy is committed to full compliance with the federal immigration laws. Therefore, Vanguard Academy is required to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, each applicant must produce documentation that shows his or her identity and legal authority to work. Each applicant must also attest to his or her legal authority to work and identify on an I-9 Form provided by the federal government. This verification form will be distributed by Vanguard Academy and must be completed as soon as possible after an offer of employment is made. In no event can the form be completed and returned to Vanguard Academy more than three business days after an individual is hired.

If an employee has provided right to work documentation that has an expiration date (with the exception of a valid U.S. Passport), updated documentation must be given to Vanguard Academy before this expiration date.

All offers of hire and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Approved: 08/15/2015
13.8 EMPLOYMENT OF RELATIVES POLICY

The employment of qualified relatives of employees shall be permitted as long as such employment does not create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, or corresponding in-law or "step" relation. The school will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the school and will be done in accordance with Section 53A-1a-518(2)(b), UCA.
- Employees who marry while employed will be treated in accordance with the same guidelines.

This policy applies to all categories of employment, including regular, temporary, and part-time classifications.

Approved: 08/15/2015
13.9 SUBSTITUTE EMPLOYEE POLICY

In the event of absence, the employee is responsible to arrange his/her own substitute from a pool of approved substitutes. The employee must inform the school administration immediately upon the securing of a substitute. Failure to notify school administration of a substitute employee and employee leave can result in disciplinary action including termination. When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption to the daily routine of the school. In the event no substitute can be secured, the employee is not relieved from his/her Duties of Employment as outlined in the Employment Agreement.

Approved: 08/15/2015
13.10 VISITOR POLICY

Due to insurance liability purposes, non-employee visitors, friends or relatives (including children) are not allowed to be on the premises during an employee’s scheduled work time other than for a brief visit while the employee is on an authorized rest or meal period. All visitors must be with the employee while on the premises.

Approved: 08/15/2015
13.11 Equal Employment Opportunity/Nondiscrimination Policy

Objective

Vanguard Academy is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Vanguard Academy expects that all relationships among persons in the school will be professional and free of bias, prejudice and harassment.

Vanguard Academy has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Vanguard Academy will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the human resources department or the Director.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Vanguard Academy prohibit disparate treatment on the basis of any protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Vanguard Academy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Vanguard Academy prohibits any such discrimination or harassment.

Retaliation

Vanguard Academy encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Vanguard Academy to promptly and thoroughly investigate such reports. Vanguard Academy prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
Disability Accommodations

Vanguard Academy’s Policy is to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on Vanguard’s operations or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking a reasonable accommodation is prohibited.

Requesting an Accommodation. Individuals with any questions or requests for accommodation should contact the HR Department at (801) 327-8724 ex 4. Once a request for an accommodation is received, Human Resources engages in the interactive process with the employee, the employee’s department, the employee’s provider, and any other relevant and necessary parties until a determination can be reached upon whether a reasonable accommodation can be made for the employee.

Pending Board Approval
14.1 STAFF RIGHTS

All staff has the right to (as applicable):

- Support and respect from school administration
- Support from parents
- A safe work environment
- Communicate with parents when the need arises in order to discuss concerns and/or problems
- Expect parents to communicate with them
- An environment that includes all necessary teaching supplies as well as adequate physical space
- Receive respect as a professional from both parents and students
- Receive proper training in the Utah State Core, the Core Knowledge Sequence, and other CCSS curricula, as well as in required teaching methodologies

Approved: 08/15/2015
14.2 WORKPLACE SEARCHES POLICY

Vanguard Academy reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school property. In addition, Vanguard Academy reserves the right to search any employee's office, desk, physical and digital files/computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, computers, lockers, and so forth, are the property of the school and are issued for the use of employees only during their employment with Vanguard Academy. Inspections may be conducted at any time at the discretion of the Director and/or Board of Directors.

Violation of this policy, through refusal to cooperate, can result in disciplinary action up to and including termination.

Approved: 08/15/2015