



*Learning through the Arts*

# Board Meeting Packet

## *Board Mission Statement*

**AS BOARD MEMBERS, WE AGREE AND UPHOLD THE FOLLOWING STATEMENTS AS OUR MISSION:**

- ★ WE WILL GOVERN, NOT MANAGE THE SCHOOL DIRECTOR OR EMPLOYEES.
- ★ WE WILL MAKE ARTS INTEGRATION A KEY ELEMENT OF OUR SCHOOL.
- ★ WE WILL MAINTAIN A STABLE AND WORKABLE FINANCIAL BUDGET.
- ★ WE WILL SPEAK AS ONE VOICE.

# October 26, 2023

# Syracuse Arts Academy Board Meeting Agenda Thursday, October 26, 2023

Location: SAA North Campus, 357 S 1550 W, Syracuse, UT 84075



**NOTE:** It is possible that the SAA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.

## Agenda

### 2023-2024 School Priorities

Schoolwide Unity, Cooperation & Collaboration

Expansion of Arts Integration

Maximize All Data Sources to Improve Student Instruction and Performance

#### **5:30 PM – Call to Order**

- Welcome by Mary Johnston (1 minute)
- “Traditions” – The SAA Way
  - Board Mission – Rene Dreiling (1 minute)

#### **5:32 PM – PUBLIC COMMENT (Comments will be limited to 3 minutes each)**

#### **5:32 PM – CONSENT ITEMS**

- [October 5, 2023 Board Meeting Minutes](#)

#### **5:33 PM – VOTING ITEMS**

- Satellite School Application – Mary Johnston (30 minutes)
- [Amended Selection & Purchase of Instructional Materials Policy](#) – Dale Pfister (2 minutes)
- [Rescind Learner Validated Program Policy](#) – Dale Pfister (2 minutes)

#### **6:07 PM – DISCUSSION ITEMS**

- Calendaring Items – ALL (5 minutes)
  - Holiday Social – November 2<sup>nd</sup>
  - Next Pre-Board Meeting – November 27<sup>th</sup> @ 12:30 p.m.
  - Next Board Meeting – December 7<sup>th</sup>
  - NCSC24 Boston, MA – June 30 – July 3

#### **6:12 PM – ADJOURN**

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

**UPCOMING CALENDAR ITEMS**

**December**

S&P Annual Fee (Due November)  
SpEd Professional Services  
Audit Review  
2024-2025 School Calendar  
2024-2025 School Fees  
Summer Retreat Location  
*Prepare Teacher Survey*  
Curriculum Purchases (2 Public Comment Periods)  
*Amend Emergency Preparedness Plan*

**February**

School LAND Trust Plan  
SLT Training Assurance  
Review Building Evaluation Budget  
SpEd Contracted Services Agreements (RFP)  
Lawn Service  
Board Vacancies

**April**

*Prepare Parent Survey*  
Director Evaluation  
Director Bonus/Salary  
Audit Engagement Letters

**June**

2023-2024 Final Amended Budget  
2024-2025 Annual Budget  
2024-2025 TSSA Plan  
Ratify Board Members & Terms  
Ratify Board Officers  
2024-2025 Board Meeting Schedule  
Review Positive Behavior Plan  
Mental Health Screening Determination  
Annual PPP Training & Review  
Fraud Risk Assessment/Ethical Behavior  
Annual Open Meetings Act Training  
Review Board Communication Guidelines  
Ratify Lead Director  
Ratify Lead Admin & Employment Agreement  
Sex Education Instruction Committee

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# Syracuse Arts Academy Board Meeting Minutes Thursday, October 5, 2023

**Location:** SAA North Campus, 357 S 1550 W, Syracuse, UT 84075



**In Attendance:** Nate Schow, Jerrad Pullum, Mary Johnston, Rene Dreiling, Neil Garner (5:33 p.m. via phone, 6:20 p.m. in person)

**Others in Attendance:** Dawn Kawaguchi, Jon McQueary, Judy Nixon, Jeff Marchant, Becky Okey, Dale Pfister, Janey Stoddard (5:37 p.m.), Brad Taylor (6:02 p.m.),

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## Minutes

### 2023-2024 School Priorities

Schoolwide Unity, Cooperation & Collaboration

Expansion of Arts Integration

Maximize All Data Sources to Improve Student Instruction and Performance

#### **5:30 PM – Call to Order**

- Welcome by Mary Johnston
- “Traditions” – The SAA Way
  - Board Mission – Jerrad Pullum
  - School Vision – Jeff Marchant
  - Storytelling – Dale Pfister shared a couple of stories about the great junior high students they have at SAA including a group of students that recently reported one of their classmates were vaping on school grounds.

There was no **PUBLIC COMMENT**. This was the second public comment period for the proposed Amended 2023-2024 Fee Schedule, Amended Fee Waiver Policy, and the Lexia Core5 Reading Curriculum.

## **REPORTS**

### ➤ **Administration**

- *State of the School* – Dale Pfister asked Judy and Becky to review their recent Dragon Dash fundraiser. Becky shared that in the past fundraisers were done through a company that they would receive a portion of the proceeds. They worked with the POEC do a fundraiser that they would receive all the money raised and that would go directly for field trips. They had every child in the school

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participated. The students were able to run around a track with several reward levels including a free dress day. Parents were able to come and cheer for their student. They raised a little over \$9,000. Judy had the same type of run with their students. Some of their reward levels were if they raised \$5k Jeff dressed up as the tooth fairy, \$10k Judy had to kiss a goat, and \$15k they earned a Pajama Day. They raised \$17.3k and now every teacher must come up with a grade team talent on Halloween Day or Judy gets to throw pies in the teachers face. Miraculously all grades came up with a talent.

- Current Enrollment (Aspire) – Current enrollment today is 1,740. Parents are shopping around for all-day kindergarten, and we are full. The current number of SpEd students with IEPs is 315.
- Update on Antelope campus field.
- Accreditation is currently going on at the Antelope Campus. Title I audit on November 15<sup>th</sup> for both elementary schools. Judy has been doing all the work on the audit.
- Football rental on the new grass at the Jr. high went very well. We made \$2,200 for the season.
- Triennial Progress Report – Dale stated that the committee met, and the report is in the packet. There are no areas that we are out of compliance.

➤ **Board of Directors**

- Financial Review – Rene Dreiling reviewed the financials as of August 31<sup>st</sup>. There was a discussion on the high property expense (field/sod) which it was budgeted in purchased property services and Jon will fix that with a journal entry. There may be a few more invoices for a change order on the baseball field. The PTIF is still doing well and gaining interest for the school. Jon reviewed the final FY23 finances that was turned into the auditors. There was a discussion on the project fund and if we have gone over budget for the bond project. Jerrad has asked for a snapshot of PTIF account for the board packet and a report of the breakdown for the running total of the bond project fund (plus UDOT funds) at the next meeting.
- Exhibit A – Mary Johnston stated that we have been looking to do an Exhibit A, but the SCSB office is going through changes and revamping the application. Janey explained the way they have been doing Exhibit A and how they have been working on changing Exhibit A for over a year. We are just waiting for the board rule to be written and approved. We hope that will be done in the next couple of months.

**CONSENT ITEMS**

- August 3, 2023 Board Meeting Minutes – There was no further discussion.
- September 14, 2023 Electronic Board Meeting Minutes – There was no further discussion.

**Nate Schow made a motion to approve the consent items. Jerrad Pullum seconded the motion. The votes were as follows:**

**Mary Johnston – Yes**  
**Nate Schow – Yes**  
**Rene Dreiling – Yes**  
**Neil Garner – Yes**  
**Jerrad Pullum – Yes**

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**Motion passed unanimously.**

## **VOTING ITEMS**

- *Amend Technology Purchase from June* – Dale Pfister stated that the technology purchase was approved in June, and we had to wait until we received the computers before we could purchase the google licenses because they are activated once you get the computer. We need to amend the technology purchase amount to include the \$22,032.09 for the Google licensing for the Chromebooks.
- *Computer Science Grant Technology Purchase* – Dale Pfister stated that they applied for a computer science grant and received \$80k. We would like to purchase new desktop computers that will run all the programs that the new teacher needs for coding, robotics, e-sports and all for the things he is proposing to do. We will only be using half of the grant money for this purchase. We have been purchasing other items with the money in smaller amounts.
- *Lexia Core5 Reading Curriculum Purchase* – Dale Pfister stated that this is the reading curriculum for both campuses. It was required to bring to two public comment periods before approving it.
- *Amended 2023-2024 School Fee Schedule* – Dale Pfister stated that the new teacher wanted to start an FBLA club (career technology student organization CTSO) so that his students could compete with other schools in this area. It has also been through two board meeting public comment periods.
- *Amended Fee Waiver Policy* – Dale Pfister reviewed the amended Fee Waiver Policy. These changes are due to legislative changes including not charging for supplemental kindergarten because it's funded through the WPU, changes in how the policy, schedule and documents made public by the school.
- *Amended Attendance Policy (Administrative Procedures)* – Dale Pfister reviewed the amended Attendance Policy in which the board doesn't have to review this policy annually but regularly. He also reviewed the administrative procedures that takes away the habitual truancy.
- *Amended Student Conduct & Discipline Policy* – Dale Pfister reviewed the Student Conduct and Discipline Policy. There are quite a few minor changes including how to deal with students that may have a felony or weapons offense and how the admin team can come up with a plan to help a student with serious trouble.
- *Snow Removal Rate Sheets* – Dale Pfister stated that Extreme Green still has the best rates and have always done a great job. We received two other bids, but one bid was incomplete, so it wasn't considered.
- *Sex Ed/Maturation Curriculum* – Dale Pfister stated that the committee met and reviewed the curriculum. You can view the curriculum through the links in the packet. These all comply with the state standards. Nothing has changed. There was a discussion on maturation requirements. There is a link on our website to the DSD website on maturation materials.
- *Amended Parent Grievance Policy* – Mary Johnston reviewed the steps for parents and staff members on how to make a formal grievance. First, you must go to the person they have the grievance with. If it's not resolved there then they can go to the campus principal, and then the lead director. If it's with the lead director, then it would come to the board by

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writing a formal letter to the board president. These policies are now aligned with the Board Member Performance Expectations.

- Amended Staff Grievance Policy – There was no further discussion. See above for discussion.

**Jerrad Pullum made a motion to approve the following:**

- **Approve to amend technology purchase from not to exceed \$331,000 to not to exceed \$355,000;**
- **Approve the Computer Science Grant Technology Purchase not to exceed \$40,000;**
- **Approve Lexia Core Reading Curriculum purchase not to exceed \$28,000;**
- **Approve the amended 2023-2024 Fee Schedule;**
- **Amended Fee Waiver Policy;**
- **Approve the amended Attendance Policy;**
- **Approve the amended Student Conduct and Discipline Policy;**
- **Approve the amended Parent Grievance Policy and the Staff Grievance Policy;**
- **Approve Extreme Green’s snow removal rates of \$950 per push for the Antelope Campus and \$375 per push for the North Campus; and**
- **Approve the sex education instruction curriculum, materials, and instructor as presented.**

**Neil Garner seconded the motion. The votes were as follows:**

**Mary Johnston – Yes**

**Nate Schow – Yes**

**Rene Dreiling – Yes**

**Neil Garner – Yes**

**Jerrad Pullum – Yes**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

- Calendaring Items – ALL

- **Holiday Social – November 2<sup>nd</sup>**
- **Next Pre-Board Meeting – November 27<sup>th</sup> @ 12:30 p.m.**
- **Next Board Meeting – December 7<sup>th</sup>**
- **NCSC24 Boston, MA – June 30 – July 3**
- **Schedule Possible October 26<sup>th</sup> Board Meeting**

**6:39 PM – Rene Dreiling made a motion to enter a CLOSED SESSION to discuss strategy sessions to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d) in the North Library. Nate Schow seconded the motion. The roll call votes were as follows:**

**Neil Garner – Yes**

**Nate Schow – Yes**

**Jerrad Pullum – Yes**

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**Mary Johnston – Yes**  
**Rene Dreiling – Yes**  
**Motion passed unanimously.**

**7:00 PM – Nate Schow made a motion to exit the CLOSED SESSION and ADJOURN. Neil Garner seconded the motion. The votes were as follows:**

**Mary Johnston – Yes**  
**Nate Schow – Yes**  
**Rene Dreiling – Yes**  
**Neil Garner – Yes**  
**Jerrad Pullum – Yes**  
**Motion passed unanimously.**

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## SAA Board of Director's Meeting Thursday, October 26, 2023

### **Action Item:** *Amend Selection & Purchase of Instructional Materials Policy*

#### **Issue:**

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The school needs to amend its Selection & Purchase of Instructional Materials Policy.

#### **Background:**

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SB 55 from the last legislative session (which is now codified in Utah Code § 53G-5-404) states that when charter school governing boards select and approve instructional materials for use in the classroom, the board has to go through the following process: (1) post the instructional material online (or, for copyrighted material, make available at the school) to allow for the public and school's educators to review; (2) hold at least two public board meetings where the public and school's educators have an opportunity to make public comment on the instructional materials; and (3) approve the instructional materials in a public board meeting no earlier than the second public board meeting at which public comment on the instructional materials was allowed.

As a result of SB 55, the recommendation is to revise the school's Selection and Purchase of Instructional Materials Policy to clarify that the school's board delegates to the principal/director the authority and responsibility to select and approve instructional materials for the school except under limited circumstances where the board is specifically required by law to approve instructional materials. The revisions provide the process the principal/director must go through to select and approve instructional materials – e.g., must select and approve instructional materials that meet the required criteria, must involve parents in the consideration of instructional materials (which is required by R277-468), etc. The revisions also provide the process the board must go through to select and approve instructional materials – i.e., the posting/two-board meeting/public comment requirement process explained above. Additional revisions to the policy have been recommended to make the policy more consistent with law and USBE rule, including the requirement to include parents in the review of complaints about the school's instructional materials (whether the complaint goes to the board or to the principal/director per the school's grievance policies).

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## **Recommendation:**

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It is recommended that the Board approve the amended Selection, Approval & Purchase of Instructional Materials Policy including the name change to include “Approval” in the policy name.

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# Syracuse Arts Academy

## Selection, Approval, & Purchase of Instructional Materials Policy



### PURPOSE

The purpose of this policy is to establish the parameters by which Syracuse Arts Academy (the “School”) will select, approve, and purchase instructional materials.

### POLICY

The School shall comply with the requirements of Utah law regarding the selection, approval, and purchase of instructional materials, including but not limited to Utah Administrative Code R277-468 and R277-469 and, when applicable, Utah Code § 53G-5-404.

The School’s purpose in managing the selection, approval, and purchase of instructional materials is to implement, enrich, and support the School’s educational program. ~~Instructional materials are part of an instructional system that includes curricula, professional learning, educator evaluation, and student assessment which should be aligned with one another and support the educational process.~~ For purposes of this policy, I instructional materials are the resources used by educators to ~~promote~~ deliver or support student learning. These materials may be commercially available or School-created and include ~~intervention, digital, print, audiovisual, or other types of~~ such materials ~~as, whether in the form of~~ textbooks, workbooks, ~~computer software~~ digital resources, ~~online or internet~~ courses, ~~CDs or DVDs, or other~~ and multiple forms of communication media.

### Criteria for Instructional Materials

Instructional materials should contribute to the intellectual development and positive character of students. These materials should be:

- (a) in alignment with the School’s educational mission and philosophy and Utah Core standards;
- (b) of high quality, research-based, and proven to be effective in supporting student learning;
- (c) objective and provide balanced viewpoint of issues;
- (d) accurate and factual;
- (e) reflective of the pluralistic character and culture of the American people and accurate in the representation of diverse ethnic groups;
- (f) ~~free from sexual, ethnic, age, gender, or disability bias and stereotyping~~ consistent with the principles of individual freedom as defined in Utah Code § 53G-10-206;
- (g) appropriate to varying levels of learning;
- (h) age appropriate; and
- (i) compatible with School technology systems, of high technical quality, and easy to use.

Instructional materials should not be “sensitive materials” as that term is defined in Utah Code § 53G-10-103.

### Selection and Approval of Instructional Materials by the Lead Director ~~Adoption~~

The Board of Directors (the “Board”) delegates to the School Lead Director the authority and responsibility to select and approve instructional materials for the School, except under circumstances where the Board is specifically required by law to approve instructional materials. The Lead Director shall select and approve ~~implement practices governing the selection and adoption of~~ instructional materials that meet the criteria set forth in this policy. When considering instructional materials, the Lead Director shall review the Utah State Board of Education recommended instructional materials (RIMs), but the Lead Director is not required to select RIMs if there are other instructional materials available that meet the criteria set forth in this policy. ~~provide for:~~

- ~~(a) — establishment of an instructional materials committee to make recommendations regarding the identification and selection of instructional materials consistent with the standards set forth in this policy;~~
- ~~(b) — review of Utah State Board of Education recommended instructional materials (RIMs) and identification of the instructional materials most appropriate for use in the School;~~
- ~~(c) — identification of funding for the adoption process, implementation, and professional development costs;~~
- ~~(d) — seeking to ensure efficiency and price advantage in the purchasing process of the instructional materials; and~~
- ~~(e) — following of any applicable policies or procedures for the purchase, reuse, or disposal of instructional materials.~~

The Lead Director shall involve parents reflective of the School’s community (those who have a student who attends the School) and instructional staff in the consideration of instructional materials. The Lead Director has discretion as to how to involve such parents and instructional staff in this process.

### Selection and Approval of Instructional Materials by the Board

If the Board is required by law to approve instructional materials for use in the classroom, the Board shall do the following (in order) prior to approving the instructional materials:

- (a) post the recommended instructional materials online to allow for public review or, for copyrighted material, make the instructional materials available at the School for public review; and
- (b) hold at least two Board meetings where the recommended instructional materials is on the agenda and allow an opportunity at those Board meetings for School educators and parents of students enrolled in the School to express views and opinions on the recommended instructional material.

The Board may approve the recommended instructional materials in an open and regular Board meeting after the requirements above have been satisfied. The vote to approve the recommended instructional materials may occur at the second of the two Board meetings described in subsection (b) above.

In accordance with Utah Code § 53G-5-404(14), the requirements in this section apply only if the Board is approving instructional materials. The requirements do not apply if the Lead Director is selecting and approving instructional materials (which Utah Code § 53G-5-404(14) refers to as “learning material”), nor do the requirements apply to educators’ selection of supplemental materials or resources.

### Purchase of Instructional Materials

The School shall follow its Purchasing and Disbursement Policy in connection with the purchase of any instructional materials, regardless of whether the instructional materials are selected and approved by the Lead Director or by the Board. The School shall identify all costs associated with instructional materials prior to purchasing the instructional materials, including any implementation and professional development costs.

### Educator Selection of Additional Supplemental ~~and Transitory~~ Materials or Resources

~~Any additional supplemental and transitory material that an educator may select to augment their lessons shall be reviewed in its entirety by the educator prior to use in the classroom, to ensure the material meets criteria established in this policy.~~ Despite the foregoing, educators at the School may select and use supplemental materials or resources in their classroom to augment instructional materials already selected and approved by the Lead Director or the Board so long as each of the following are satisfied:

- (a) the educator has reviewed the supplemental materials or resources in their entirety prior to using them in the classroom;
- (b) the supplemental materials or resources meet the criteria set forth in this policy; and
- (c) the supplemental materials or resources have not previously been prohibited by the Lead Director or the Board.

### Contract Requirements

If the School contracts with a third party to provide online or digital materials, the School shall include in the contract a requirement that the provider give notice to the School any time that the provider makes a material change to the content of the online or digital materials, excluding regular informational updates on current events.

### Complaints About Instructional Materials

If a School employee or parent has a complaint about instructional materials, they shall follow the School’s applicable grievance policy (i.e., Staff Grievance Policy or Parent Grievance Policy). If a complaint about instructional materials rises to the level of the Lead Director or the Board, the

School shall include parents reflective of the School's community (those who have a student who attends the School) in reviewing the complaint. The Lead Director or the Board, as applicable, has discretion as to how to include such parents in this process.

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**SAA Board of Director's Meeting  
Thursday, October 26, 2023**

**Action Item:** *Rescind Learner Validated Program Policy*

**Issue:**

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The Board needs to approve all policies that are rescinded.

**Background:**

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During the Covid-19 pandemic, and specifically during the 20-21 and 21-22 school year, the school received permission from the Utah State Charter School Board to implement a learner validated program (e.g., an online learning program, blended learning program, etc.). Many schools were implementing these types of online or blended (hybrid) learning programs because of the pandemic, and one of the requirements to do such programs was to adopt a Learner Validated Program Policy. However, the school's permission to operate such online or blended programs ended after the 21-22 school year. So, this policy no longer applies and should be rescinded to avoid any confusion.

**Recommendation:**

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It is recommended that the Board rescind the Learner Validated Program Policy.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

## Syracuse Arts Academy Learner Validated Program Policy



### PURPOSE

The Board of Directors of Syracuse Arts Academy (the “School”) adopts this policy to apply in the event the School implements an online learning program, blended learning program, or a personal, competency-based learning program (collectively referred to as a “learner validated program”) for the 2020-2021 and/or 2021-2022 school year. The Board is adopting this policy to help the School be able to provide a quality education to all of its students in the wake of the COVID-19 pandemic. This policy complements the School’s Attendance Policy.

### POLICY

In 2020, the School received approval from the Utah State Charter School Board to so implement a learner validated program during the 2020-2021 and/or 2021-2022 school year. If the School elects to implement such a program during one or both of those school years, the School shall follow all applicable laws related to the program, including Utah Administrative Code Rules R277-419 and R277-607.

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

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

The Lead Director’s administrative procedures shall also address:

- (a) How attendance for students in a learner validated program at the School will be entered and where educators will document the learner validated program attendance within their student information system; and
- (b) The conditions under which the School will mark a student in a learner validated program at the School truant (i.e., absent for half a school day or more).

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The School shall document the enrollment status of each student in a learner validated program at the School in compliance with this policy and the Lead Director's administrative procedures at least once every ten consecutive school days.

The School shall also appropriately adjust and update student membership records in the School's student information system for participating students that did not meet the learner validated enrollment measurement. The School shall withdraw a student in a learner validated program at the School from membership in the School if:

- (a) The School has not personally engaged with the student during the prior ten consecutive school days; or
- (b) The student has had ten consecutive school days of unexcused absences.

When a student in a learner validated program at the School has an unexcused absence, the School will notify the student's parent/guardian in the same manner as outlined in the School's Attendance Policy.

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