



Lakeview Academy BOT Supporting Documents For May 6, 2010 Meeting

7th Grade Science Proposal

Submitted by: Cheryl Van Tassell and Charlie Soper

Sponsoring Director: Penny Ralphs

Proposal Abstract/details:

After implementing an advanced science elective new to the 2009-2010 school year for 7th-9th graders, we feel 7th graders need a full year of science. There are several reasons:

- The advanced science elective requires algebra that most 7th graders found too difficult.
- By cutting the regular science class, there was not time to participate in the school science fair. Students were offered the opportunity to do it on their own but none chose to do so.
- Willow Creek and Lehi Jr. High Schools both require 7th grade students to take a full year of science. For our students to be competitive with the area Jr. High students, we need to offer a full year.
- For those passionate about science, the advanced science elective as 8th and 9th graders will deepen their understanding using the math skills they are simultaneously studying.
- When students were polled about this issue, they too vocalized a desire for a full year of science.
- Last year, our science CRT scores were high and we are concerned that by shortening the requirement, our success may be jeopardized.

1). This proposal supports the charter: Lakeview Academy is an arts, science, and technology school. We believe in building a strong foundation on the “basics” to establish successful, lifelong learning... Reasoning-math, science, and technology (page 10). This extension of 7th grade science would add valuable content and exploration to our students’ science experience.

2) There is no additional cost to the school for this proposal.

MOU Contract with USU

Memorandum of Understanding

Between Utah State University Regional Campuses and Distance Education, the Emma Eccles Jones College of Education and Human Services School of Teacher Education and Leadership and Lakeview Academy For the Fiscal Year 2010 - 2011

Agreement title: Gifted & Talented Endorsement Program

The following represents an agreement between Utah State University Regional Campuses and Distance Education (RCDE), the School of Teacher Education and Leadership (TEAL) and Lakeview Academy (the academy) for the fiscal year 2010 – 2011. This agreement will expire in June 2011.

Program Information

RCDE and TEAL partner to provide the Gifted and Talented Endorsement to in-service professionals through face-to-face coursework coordinated with Lakeview Academy, a public charter school in Saratoga Springs, UT. This MOU details how this program will be coordinated with Lakeview Academy starting Fall 2010.

Program Principles

TEAL and RCDE will agree to the parameters for program delivery with partner school districts.

1. This agreement will be coordinated for TEAL by Dr. Scott Hunsaker, Associate Professor, Educational Foundations and Gifted Education and by Mrs. Kathryn Stone, Education Coordinator for Lakeview Academy.
2. All courses will provide university credit. Students who desire to apply the earned credits toward a graduate degree are responsible for applying to USU School of Graduate Studies for admission.
 - a. The School of Graduate Studies will accept no more than twelve non-matriculated credits toward a graduate program.
 - b. The School of Graduate Studies will accept no more than eight workshop credits toward a graduate program.
3. TEAL-approved programs will provide eleven or twelve graduate credits in a specific schedule not to exceed two years from inception to completion. The courses will be provided to Lakeview Academy in a cohort model. When the program courses have been offered once each, the program will be considered to be complete. Lakeview Academy may allow students open-entry to the program but are notified that USU will have no obligation to provide courses outside the MOU schedule to these students. It is expected that students who enter the program later will be able to finish the program courses through future online offerings.
 - a. The Utah State Office of Education (USOE) is in the process of reviewing the courses needed to support the endorsement and therefore the course schedule may be adjusted. The courses that are listed as core will be required in either the current endorsement option or the proposed endorsement option. The courses listed in the “under review” section will be provided dependent upon the option selected by USOE.
 - b. The department identifier, TEAL, may be changed for the workshop courses to TEPD during the time the cohort is completing coursework, pending approval at Utah State University.

Core Courses:

Workshop	Tuition & Fee	Description	Credits
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TEAL 5420	TEAL 6420	ED GIFTED/TALENTED	2
TEAL 5430	TEAL 6430	PRACT INDIV CASE STDY	1
TEAL 5460	TEAL 6460	IDEN/EVAL GIFTED ED	2
TEAL 5470	TEAL 6470	PRACT: TEAM CONSULT	1
TEAL 5480	TEAL 6480	METH/MATS GIFTED ED	2
TEAL 5490	TEAL 6490	PRACT: CLSSRM APPL	1

Under Review Courses:

Current Option

Workshop	Tuition & Fee	Description	Credits
TEAL 5440	TEAL 6440	CREATIVITY IN ED	2

Proposed Option

Workshop	Tuition & Fee	Description	Credits
TEAL 5450	TEAL 6450	GT SOCIAL EMOTIAL	2
TEAL 5455	TEAL 6455	PRACTICUM: GT NEEDS	1

4. Generally, courses are expected to have a minimum enrollment of 20 students and to be capped at 30. Variances will be coordinated as needed with Dr. Hunsaker with the goal of maintaining program viability and department quality instruction standards.
 - a. While Lakeview Academy is partnering with TEAL to provide the program as a face-to-face experience for its school employees, other students will be accepted into the cohort if room is available to accommodate these academy teachers. All questions regarding eligibility to the program will be resolved by the academy representative and Dr. Hunsaker.
 - b. Lakeview Academy will act as sponsors for all of its employees' program tuition charges. The academy is required to provide receipt information to students paying all or part of the tuition and fee charges so it can be properly reported on federal tax forms. By law, USU cannot provide any documentation about funds received by the school district from program students.
 - i. RCDE will provide billing to Lakeview Academy after 20% of the course term has elapsed.
 - ii. Workshop courses will be charged \$30 per student registered course credit.
 - iii. Tuition and Fee courses will be charged the USU Board of Regents approved graduate tuition and fee rates active at time of registration.
 - c. Program students that are not a part of the academy will be charged and financially responsible for full tuition and fees.
5. All instructors must be approved by Dr. Hunsaker. Instructors teaching in the program will be paid by Lakeview Academy on a per course credit rate based on the following academic status parameters:
 - a. Adjuncts without a PhD or EdD (non-USU benefited faculty teaching) \$1,200 per course credit.
 - i. If a partner school district has a policy that designates compensation at a rate lower than the adjunct rate, USU will comply with that school district policy.
 - b. Adjuncts with PhD or EdD (non-USU benefited faculty teaching) or Non-tenure track USU benefited faculty with a PhD or EdD \$1,350 per course credit.
 - c. Tenure-track USU benefited faculty with a PhD or EdD \$1,500 per course credit.
 - d. All USU benefited faculty instruction compensation in the program will generally be extra-compensation. However, TEAL has may designate a faculty member to teach a course as a part of load. TEAL is responsible to work with faculty to ensure that they have the appropriate Extra-

Service Compensation approved prior to instruction being processed and to ensure that the compensation is within the faculty member's 20% available compensation.

- e. There will be no additional compensation for large classes.
6. Lakeview Academy will be responsible for the instructional costs relating to the recording fee workshop. RCDE will be responsible for reimbursing Lakeview Academy for the instructional costs relating to the tuition and fee courses. RCDE will pay a flat per student rate based on the faculty status for tuition and fee registrations. The flat rates are below:
- a. Adjuncts without PhD/EdD (non-USU benefited faculty) \$65/graduate student credit hour registration
 - b. Adjuncts with PhD or EdD (non-USU benefited faculty) \$75/graduate student credit hour registration
 - c. Tenure-track USU benefited faculty with a PhD or EdD \$95/graduate student credit hour registration
7. TEAL will be responsible for paying TEAL directly each semester the flat rate of \$200 per course credit. TEAL will invoice Lakeview Academy one 20% of the course is completed.

RCDE and TEAL will jointly review this program at least annually or as needed at the request of either partner to ensure the smooth delivery and proper decision-making for the program. The program's continuance will be based upon program reviews and agreement of the parties' signatory to this document. Changes to this agreement can be done through an addendum process, jointly reviewed and approved in writing by both parties. No financial or material program changes can be made without the addendum process.

Professional Development: Differentiated Instruction Proposal

Proposal Title: Professional Development: Differentiated Instruction

Submitted by: Tina Smith

Sponsoring Board Member: Tina Smith

Proposal Abstract/details:

In discussing possible differentiated instruction professional possibilities for the middle school with Ms. Ralphs, she presented information regarding a national conference centered on differentiated instruction. After reading about the conference and reviewing the brochure, I became just as excited as she was to find such a great resource.

I would like to propose that the entire middle school staff, the middle school director, special education director and two board members attend the National Conference on Differentiated Instruction. The conference will take place July 18-21, 2010 in Las Vegas NV. It is an intense four day conference that is strictly focused on the many aspects and elements of differentiated instruction and their practical application in the classrooms. Please refer to the enclosed conference brochure for complete conference details. Here are some brief highlights:

- Over 30 different classes from which they may choose to attend each day of the conference.
- Sessions designed to meet a variety of experience levels.
- Hands on sessions – attendees get to roll up their sleeves and participate in action labs, make and take sessions and other experiential learning opportunities that can be immediately implemented into their classrooms.
- Real World Solutions: No pie in the sky theories – real solid answers to help you address issues in the classroom.
- With the tuition each participant receives 12 months of online access to all the handouts and lesson ideas from every session – even if they did not attend that particular session. This would be a great resource for the staff to begin implementing the information they learned during the conference.
- High power list of presenters

It is important to note that at the time of registration, attendees will need to make their session selections to ensure enough space within each session. Additionally, conference organizers recommend mailing or faxing registration in lieu of registering on-line in order to receive the “group discount” rate of \$509 per person instead of \$599 per person. All registration information must be received together.

I propose renting a van and traveling down together as a group for two reasons. First this is a great opportunity for the staff to build and strengthen relationships. Additionally, the cost of reimbursing individual employees for the roundtrip mileage is really high compared to the cost of renting a van for 5

days. Should an employee choose to make alternative travel arrangements they do so with the understanding that they will not be reimbursed from mileage since the school is providing a travel option.

The conference is hosted at the Rivera in Las Vegas and the room information is listed on the budget breakdown sheet. I feel that we can request that employees where appropriate share rooms to reduce the cost of the hotel fees. Obviously there are some employees will have to have a room to themselves.

All other budget items and costs related to this conference are outlined in the attached Budget Breakdown.

I would also like to propose that after the conference, the middle school director shares with the board an implementation/follow up plan with the expectations and guidelines for the middle school staff in implementing the new knowledge and skill sets acquired at the conference during the 2010-1011 school year.

I believe this conference is vital to the success and continued growth of our middle school at Lakeview Academy. We cannot compete with the surrounding schools in terms of options offered but we can stand out in terms of how we teach and individualize our programs for our students. We state in our charter that: "Our philosophy is education should be individualized so each student can maximize his or her learning potential." In order for that to happen effectively in our middle school; we need to increase and sharpen the tools within our toolbox of resources. We need to provide our staff with this opportunity to the tools and skill sets to further implement this portion of our charter.

Please provide information to the following questions:

1) Proposal supports the charter by..?(Please site reference page)

This conference supports the charter, in the following ways:

From page 7:

- "Use a wide variety of instructional methods and technologies to reach all types of learners."
- "Provide opportunities for students who are to achieve grade level performance by creating individual student plans prepared by the grade level team."
- "Innovative teaching methods will be an integral part of learning at Lakeview Academy. We will vary our teaching methods to reach all types of learners through creative hands-on projects, small group activities, family events, and special presentations. It is our goal to reach every child through a variety of teaching methods, thereby meeting the individual needs of each student."
- "Our school will also strive to look beyond our walls for educational resources. We will utilize outside facilities and resources whenever possible. By using community experts, knowledgeable parents, and creative demonstrations, students will experience new ways

of learning and see that learning never ends. The possibilities are endless and only limited by our imagination and the resources we can acquire.”

- “Create new professional opportunities for educators that allow them to participate in designing and implementing the learning program”

From page 8:

- “Establish...new forms of accountability that emphasize measurement of learning outcomes and the creation of innovative measurement tools.”

From page 11:

- “Teachers will...also participate in professional development training... throughout the year...In-service will include a variety of presentations, speakers, and attendance at conferences and workshops. We believe in the value of lifelong learning and aim to provide continued education for our teachers.

2) Are funds being requested? If so how much and from what budget category?

Please see attached Budget breakdown options

3) Does this replace a current program or policy? If so, please attach a red-line version of requested changes.

No

4) If a new program/policy, please attach the policy or program proposal.

Not Applicable

5) Please attach any other options that may be considered.

6) Please attach any relevant information.

Please refer to the enclosed conference documentation: Budget Breakdown and Conference Brochure.

Motion to abolish Student Recognition Policy

It is proposed that we resend this policy and combine in with the treatment of students policy.

Policy Type: Required Policy
Policy Title: Student Recognition Policy

Student recognition activities are designed to encourage, celebrate, and recognize students for their positive character and academic achievement. Recognition will be given through the following:

Recognition Criteria:

Teachers in grades K-2 may choose students each quarter who have demonstrated great effort and achievement in the following areas. These students will be recognized in a pod assembly each quarter and presented with a certificate and a small token.

- Attendance
- Reading
- Math
- Science
- Writing
 - *Spelling
- Art/Music
 - *Drama
- Spanish

Teachers in grades 3-6 may recognize students who meet the following criteria. These students will be recognized in a pod assembly each quarter and presented with a certificate and a small token. Students may not have a failing grade in any class regardless of the overall percentage earned in order to be considered as a recipient for the Honor Roll or Director's List. Students who are on the Director's List will be also be invited to a quarterly luncheon

- Director's List – Students who receive an average of 90-100%
- Honor Roll – Students who receive an average of 80% and above
- Excellent Effort Awards – Each teacher will nominate students who demonstrate a consistent/increase in effort and/or performance, as determined by the teacher in the following areas:
 - Attendance
 - Reading
 - Math
 - Science
 - Writing
 - *Spelling
 - Art/music
 - *Drama
 - History/Social Studies
 - Spanish

Teachers in the Middle School may recognize students who meet the criteria as outlined below. Students may not have a failing grade in any class regardless of the overall percentage earned in order to be considered as a recipient for the Honor Roll or Director's List. These students will be recognized in an assembly each quarter and presented with a certificate and a small token such as a pencil or candy bar. Students who are on the Director's List will be also be invited to a quarterly luncheon

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- Director's List – Students who have a GPA of 3.8-4.0
- Honor Roll – Students who have a GPA of 3.5-3.75
- Excellent Effort Awards – Each teacher will nominate students who demonstrate a consistent/increase in effort and/or performance, as determined by the teacher in the following areas:

All attendance awards will be determined by the following criteria.

- Outstanding Attendance – Students who have no more than 2 absences in the respective quarter.

Character Recognition:

As Lakeview Academy focuses each month on the character traits as outlined in the Family Handbook for the school; students will be recognized for demonstrating the character trait(s) for that particular month. Up to 4 students in each elementary class and up to 2 students from each Middle School Advisory class will be recognized at an assembly for their actions with a certificate and a small token. Each teacher may be responsible for ensuring that each student is recognized for demonstrating one of the character traits throughout the year.

Middle School Awards Night:

At the end of the school year, middle school students will be recognized at a special awards evening held in the honor. Students will be recognized for the following:

- On the Director's List for at least 3 quarters
- On the Honor Roll for at least 3 quarters
- Exceptional Effort Awards - Each teacher will nominate students who demonstrate a consistent/increase in effort and/or performance, as determined by the teacher.

The Lions Roar Postcards:

Postcards will be available to teachers to send home to students to recognize their individual successes, achievements and positive behaviors within the classroom. Teachers will follow the guidelines for the postcards as set forth by the administration.

The Student Recognition committee will assist and work with the administration to see that these events and activities are effectively implemented.

Treatment of Student Policy

Policy Type: Executive Limitations

Policy Title: Treatment of Students

With respect to interactions with students and their families or those applying to become students the Director shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Accordingly, he or she shall not:

1. Use application forms that elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material elicited.
3. Maintain facilities that fail to provide a reasonable level of privacy, both visual and aural.
4. Fail to establish with students and their families a clear understanding of what may be expected and what may not be expected from the service offered.
5. Fail to inform consumers of this policy or to provide a grievance process to those who believe they have not been accorded a reasonable interpretation of their rights under this policy.
6. Fail to communicate clear expectations with students and their families and establish a student handbook to include all applicable director and board policies and procedures.
7. Fail to communicate and respond to communication with students and their families in a timely fashion and in accordance with board policy.
8. Fail to establish a written administrative procedure, included in the handbook, that establishes student recognition activities that are designed to encourage, celebrate, and recognize students for their positive character and academic achievement.

Facility Use Policy

Policy Type: Required Policy

Policy Title: Facility Use policy

Lakeview Academy Charter School shall be available for use under conditions permitted by law, and in accordance with policy adopted by the LVA Board of Trustees. This policy covers all functions which occur outside of regular school hours.

Scheduling Priorities

The priority of use for all LVA facilities, including the building and all outside grounds shall be as follows:

- | | |
|--------------|---|
| Priority I | LVA sponsored educational activities, such as theatrical performances, concerts, “show what you know” events, and after school clubs. |
| Priority II | LVA sponsored non-educational functions, such as athletics, board meetings, and committee meetings. |
| Priority III | 501(c)(3) organizations. |

LVA sponsored activities and functions will at all times will be given priority over non sponsored functions and activities. In the event of a conflict, reasonable effort will be made to find a solution. LVA facilities are not permitted to be used for political, religious, or for profit reasons.

Usage Guidelines

The Director(s) are authorized to grant the use of LVA facilities in accordance to written policy, as well as establish the conditions of facility use. The Director(s) may reject any application or rescind any agreement for use of LVA facilities when the activity is not consistent with the school’s charter, goals or mission. Activities that are viewed to be at risk of damaging LVA or other individuals shall be rejected.

Users are responsible for general clean up after use. The facility is to be returned to its original arrangement and condition by the responsible party, prior to leaving LVA. Equipment of LVA, such as smart boards, televisions, ball, pianos, may only be used if special written permission has been obtained from the appropriate personnel.

The responsible party must sign in with LVA designated On-Site Monitor upon arrival, and upon leaving the facility. All minors must be supervised at all times by an adult, with a ratio no greater than 1 adult per 15 minors. Damage sustained to the facility by the user, will be responsible for the cost of repairs incurred by LVA.

The above guidelines are general, and are not to be understood as all inclusive. The Director(s) of LVA will provide a complete usage guideline to groups upon submitting an application for facility use.

Application for Use

Groups desiring to use the LVA facility must submit a written request to use the facility, preferably three or more weeks in advance of the desired usage. The written request must contain the following information:

- Name of organization and address
- Contact person (responsible party) and contact information
- Description of the activity, including date/time
- Expected number and maximum number of participants
- Portion of the facility requested
- Proof of 501(c)(3) status.

Submit request to the Director(s), who will then place the application under consideration. When the request is approved a building use form will be filled out and submitted to Lakeview Academy.

Report Cards

Proposal Title: Report Card Proposal

Submitted by: Joylin Lincoln

Sponsoring Board Member: Joylin Lincoln

Proposal Abstract/details:

The Board of Trustees would like to turn the report cards over to the administration. Since Lakeview Academy has opened the Board of Trustees has approved all changes of the report card insuring that the report card reflects the charter. The shift from a administrative board to a governing board requires that the report card process be handed over the administration. The administration will now have the power to modify the report card as long as the integrity of the report card and its purpose, as outlined in the charter is not changed or altered. The will allow the administration to make slight adjustments to the report card in order to make it more clear to parents and allow teachers to best communicate student progress. It is recommended that changes to the report card occur at the beginning of a grading term as opposed to the end of a term so that clear expectations can be communicated to parents and students. The Board of Trustees will need to be informed of all changes to the report card via e-mail so that they are never caught off guard when dealing with the public.

Please provide information to the following questions:

- 1) Proposal supports the charter by..?**
 - a. This proposal allows for the Board of Trustees to more fully implement governance.
- 2) Are funds being requested? If so how much and from what budget category?**
 - a. No, funds are being requested.
- 3) Does this replace a current program or policy? If so, please attach a red-line version of requested changes.**
 - a. Yes, this will replace the need for the Board of Trustees to approve all changes to the report card. This proposal will allow for the administration to make changes and then notify the Board of Trustees when changes have occurred.
- 4) If a new program/policy, please attach the policy or program proposal.**
 - a. N/A
- 5) Please attach any other options that may be considered.**
- 6) Please attach any relevant information.**

This is the e-mail that the Board of Trustees received that influenced the creation of this proposal.

From: Penny Ralphs
Sent: Thursday, April 29, 2010 10:23 AM
To: Tina Smith; Cory Thorson; Alan Daniels; April Thompson; Joylin Lincoln
Subject: FW:

Board members,

Is my understanding correct on this? I initially thought the "I" meant improvement needed. It's my understanding the report card is a board decision. I would like to make this more clear for teachers and parents.

Penny

A couple of questions have arisen regarding grades.

Yes, advisory receives a grade, not just a pass or fail. These are instructional minutes and there should be measureable accountability for students. I know some teachers use planners as a portion of this grade, participation points, and student government has a slew of assignments.

The "I" for citizenship does say **Improving**, but it also states (though behavior is still unsatisfactory).

To clarify, the portion stating the student's behavior is still unsatisfactory, though a little better than unsatisfactory, is the intention. Or the interpretation may be there are only 3 citizenship grade options (excellent, satisfactory or unsatisfactory) and if they have improved from a previous unsatisfactory, improving would be the correct grade.

We tried to align our report card with the same letters used with the elementary for citizenship as previously, middle school had several more options on RENWEB.

Hope this helps!

Penny

Algebra A Class Proposal

Proposal Title: Algebra A class

Submitted by: Brent Van Tassell

Sponsoring Administrator: Penny Ralphs

Proposal Abstract/details:

To teach a class of Algebra A made for 9th grade students who can't handle the riger and difficulty of Algebra 1. This would solve our problem we have with what to teach students in the 9th grade that aren't ready for Algebra 1. The State Department of Education has approved this course and that allows students to spend two years learning algebra. They would take Algebra B the next year during their sophomore year in high school.

Please provide information to the following questions:

1) Proposal supports the charter by..?(Please site reference page)

Differentiated instruction of students at their level and needs.

2) Are funds being requested? If so how much and from what budget category?

Possibly a text book. (Saxon Algebra 1 covers too many concepts per lesson and doesn't allow flexibility of teaching one concept at a time.)

3) Does this replace a current program or policy? If so, please attach a red-line version of requested changes.

4) If a new program/policy, please attach the policy or program proposal.

5) Please attach any other options that may be considered.

6) Please attach any relevant information.

Increasing Interest Income with PTIF Fund

Proposal Title: Increasing Interest Income with PTIF Fund

Submitted by: James Fillmore

Sponsoring Board Member: Cory Thorson

Proposal Abstract/details:

Currently Lakeview Academy is making very little interest on the large amount of funds that we do have. We currently have over 1 Million dollars in our bank account and are making very little interest on it monthly.

We have an opportunity to transfer some of our funds from our bank account to the PTIF fund (Public Treasurers Investment Fund). It is sponsored by the state of Utah, and has some impressive interest rates.

It is my proposal to move 300,000.00 from our bank account to the PTIF. It can provide us up to 30,000.00 per year if we get into the higher interest rates. I have attached the paperwork from the PTIF Fund so that you can see what needs to be filled out and discuss various options and amounts.

Please provide information to the following questions:

- 1) **Proposal supports the charter by..?** N/A
- 2) **Are funds being requested? If so how much and from what budget category?**
Yes we are requesting 300,000.00, but they would not come from anywhere specific as it is part of our carry forward from previous years.
- 3) **Does this replace a current program or policy? If so, please attach a red-line version of requested changes.** Nope
- 4) **If a new program/policy, please attach the policy or program proposal.** Nope
- 5) **Please attach any other options that may be considered.** Done
- 6) **Please attach any relevant information.** Done

Fundraiser Policy

Policy Type: Executive Limitation
Policy Title: Fundraising Policy

While Lakeview Academy recognizes the importance of fundraising to the school and all of its' different groups and organizations, the school also acknowledges the importance of not over taxing the families of our school. It is the responsibility of the ~~Board of Trustees and the~~ Director of the school to ensure that fundraising events are not intrusive and kept to a minimum.

Accordingly, he or she shall not:

~~1. Allow for There shall be no~~ more than one non student to student fundraiser event in ~~the whole school~~ ~~in~~ any given month. This does not apply to admission to sporting ~~_____~~ events, plays or concessions at such events. Other exceptions to this may only be ~~_____~~ granted by the Board of Trustees. Requests for exceptions shall follow the submittal ~~_____~~ process adopted by the Board of Trustees for all proposals.

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~~2. Fail to establish a fundraising committee. The fundraising committee shall:~~

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~~Section 2.1 Fundraising Committee Fundraisers~~

- a) ~~_____~~ The Board of Trustees with the help of the Administration will evaluate the ~~_____~~ needs of the school during their regularly scheduled annual budget planning. ~~_____~~ They will choose a focus for fundraising for the following year and ~~_____~~ communicate it to the SAC, Finance Committee Advisor.
- b) ~~_____~~ The Fundraising Committee will plan and execute annual fundraiser(s).
- c) ~~_____~~ The committee shall submit a written proposal for all fundraisers to the ~~_____~~ Director, Board of Trustees for approval.
- d) ~~_____~~ Proposals shall include what the fundraiser is, where it will be held, any upfront ~~_____~~ costs if applicable, and proposed use of proceeds
- e) ~~_____~~ Proceeds from fundraisers will be spent at the discretion of the ~~Director-board of~~ ~~trustees~~. The ~~board of trustees~~ director will take into consideration requests and ~~_____~~ recommendations made by the administration, teachers, and group advisors for ~~_____~~ allocation of funds.
- f) ~~_____~~ The Fundraising Committee may request the help of clubs, classes, academic ~~_____~~ and athletic groups, and staff. The committee shall make the request to the ~~_____~~ advisor over that group or to the administration for staff members.

~~3. Fail to allow clubs, classes, academics, and athletic groups to fundraise as long as they follow established fundraiser guidelines which are:~~

~~Section 2.2 Clubs, Classes, Academic, and Athletic Group Fundraisers~~

- a) ~~_____~~ Should emphasize student to student solicitation.
- b) ~~_____~~ Non student to student solicitation will be limited to one event per group each ~~_____~~ school year.
- c) ~~_____~~ There will be only ~~be~~ one non student to student fundraiser ~~in the whole school~~ ~~_____~~ allowed in any given-month.
- d) ~~_____~~ It is strongly recommended that non student to student fundraisers should be ~~_____~~ service oriented, whenever possible.
- e) ~~_____~~ All fundraising events must be approved by the group's advisor and the Director ~~_____~~ of the school ~~prior to starting the fundraiser~~.
- f) ~~_____~~ The club/class/academic group must fill out a Fundraising Activity Request ~~_____~~ form and get all appropriate signatures ~~prior to starting the fundraiser~~.
- g) ~~_____~~ All fundraising events must be supervised by an adult. Advisors will need to ~~_____~~ supervise, or arrange supervision by another staff or parent with PALS II ~~_____~~ certification, all fundraising activities for their organization.

4. Fail to allow Section 3 Community Service Fundraisers as long as they follow the established fundraiser guidelines which are:

- a) ~~Fundraising may~~ be student to student or non student to student.
- b) Groups may request donations from student families for community service activities.
- c) Groups shall plan all community service projects for the year and make any requests for donations or fundraise for funds only once each year whenever possible. Exceptions will be made for unforeseen community outreach opportunities (raising funds for family of terminally ill person, loss of possessions due to fire or flood, etc.).
- d) All fundraising must be approved by the group's advisor and the Director of the school prior to starting the fundraiser.
- e) The group must fill out a Fundraising Activity Request form and get all appropriate signatures prior to starting the fundraiser.
- f) All fundraising events must be supervised by an adult. Advisors will need to supervise, or arrange supervision by another staff or parent with PALS II certification, all fundraising activities for their organization

5. Fail to follow the established Section 4 Accounting Practices:

- a) All proceeds must be turned in to the schools Business Manager.
- b) The Business Manager will keep fundraising funds separate for each group. A group advisor or director, (for example the Athletic Director) may choose to pool the resources for the entire group (for example all athletic groups) or keep t hem separate. They will advise the Business Manager at the beginning of the year if they will pool the resources or keep them separate.
- c) The Business Manager will in turn allocate funds as requested by the group's advisor and approved by the Director, ~~or Board of Trustees~~.
- d) Funds remaining in any groups account at the end of each school year will be retained for that group for the following school year.

Dress Code Policy

Policy Type: Required Policy
 Policy Title: Dress Code Policy

The purpose of a standardized dress policy at Lakeview Academy is to promote a strong sense of *Belonging*, a strong *Educational Focus*, and increased *Safety* for the students and staff.

General Standards for all Students

The dress code must be followed at all times when the student is at school, including field trips,. Gym clothes will be required for middle school athletic activities, including P.E. classes. Modified dress code days will be announced by the Director.

Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, in good condition, appropriately sized, and worn correctly. Any gang affiliated clothing articles are prohibited.

Accessories

Jewelry, makeup, and hair accessories should be appropriate for wear at school and not a distraction. No hats, head covering or sunglasses may be worn in the building except on “Spirit Day” as outlined by the administration.

Hair

Hair must be kept neat and be appropriate for school. Irregular coloring of hair or distracting hair styles are inappropriate.

Outerwear

Outerwear that is worn for warmth to and from school and at outside recess is not considered a uniform item. Any sweater or light jackets worn inside the classroom must be consistent with school uniform colors. ~~Snow boots must be changed into school approved shoes while inside the building.~~

Clothing Item	Styles	Colors
Tops	Shirts/Blouse with collar, Polo, or dress shirt. Sleeve length may be short, Elbow length, or long sleeves (no caps)	<p>Grades K-6 Solid navy, white, <u>light</u> pink or light blue <u>(or change pink to red)</u></p> <p>Grades 7-9 Any solid color EXCEPT navy, light blue, pink or white. (The Board of Trustees reserves the right to narrow the color choices in future years.)</p>

Guidelines: Shirts must be collared, non-transparent fabric with matching buttons; no logos except the board approved school logo, and must be of contrasting color from bottom clothing. Shirts must be buttoned within 3 inches of collar seam and be long enough so that no bare skin at the midriff is showing when standing, bending, sitting or raising of arm (If a shirt does not meet these requirements an undershirt must be worn underneath.) All shirts with rounded bottoms must be tucked in.

Jackets in the Classroom	Cardigans, vests, sweaters, fleece jackets, pullover sweaters, or a light zippered jacket with or without a hood.	Grades K-6 Solid navy or white, <u>light pink, or light blue</u> Grades 7-9 Any solid color EXCEPT blue, pink or white.
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Guidelines: Sweaters may have v-necks or round necklines and not have any logos except the board approved school logo. Knit sweaters and zippered jackets may have a hood. Pull over hoodies are not acceptable. Coats may not be worn in the classroom.

Pants	Long (Dress casual style. No spandex, knit, excessively baggy or cargo style pants allowed.)	Solid navy, black or tan khaki
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Guidelines: No excessive flare at the hem. Pants must sit at the natural waistline and not show underwear.

Skirts, Skorts, and Jumpers	No shorter than 2 inches above the knee	Solid navy, black, tan khaki or approved **plaid
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Guidelines: Skirts, and jumpers must be worn with tights or shorts underneath

Shorts and Capris	No shorter than 2 inches above the knee (Dress casual style. No spandex, knit or cargo style shorts or capris allowed.)	Solid navy, black, or tan khaki or approved plaid
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Guidelines: No excessive flare at the hem. Shorts and capris must sit at the natural waistline and not show underwear.

Belts and Ties	Conservative style belts must have a permanently attached belt buckle	Black, brown, navy, or approved plaid
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Guidelines: Belts should be worn on all pants and shorts with belt loops when the shirt is tucked in.

Shoes	Enclosed shoes only: conservative or athletic style	Predominately navy, black, brown or white
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Guidelines: Heels or soles may not be higher than 2 inches. No shoes with lights, wheels, or characters.

Socks, Tights, and Nylons	Ankle, mid-calf or knee length socks; opaque "non-transparent" tights or cable knit tights. Nylon stockings acceptable only for middle school students.	Solid navy, black, brown, or white
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Guidelines: Socks, tights, or nylons must be worn at all times.

Dress Down Days- Every Friday

All clothing which meets the following criteria is acceptable for dress down day.

- No displaying of colors or symbols associated with gangs or deviant groups.
- No bare midriffs or bare shoulders & must not show any cleavage
- All bottoms must be no shorter than 2 inches above the knee
- No displaying of any undergarments even through mesh or sheer fabric
- Clothing must be free from rips or tears even if the fabric is intended that way

Middle School PE Clothes

- Shorts or sweats must predominately blue with no logos except the board approved school logo.
- Shoes must be athletic style with non-marking soles
- T-shirts must be grey with no logos except the board approved school logo.

The dress code is adopted by the Board of Trustees and is reviewed on a yearly basis at the May Board meeting. Any person wishing to submit ideas for alterations to the current dress code will need to submit a written proposal to bot@lakeview-academy.com by April 15th.

**The Plaid can be obtained from the following vendors

Lands End Classic: Navy Plaid

French Toast: Blue Gold Plaid

Schooluniforms.com- Plaid #57

Customschooluniforms.com- #57

Xpressions school uniforms – plaid #57

661 West State Road #C pleasant Grove Utah