



The Mission of Promontory School of Expeditionary Learning is to provide a rich educational environment that views learning as an Expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of knowledge. Using investigation and discovery to make connections to ideas and our community, we empower children to embrace challenge, act with humanity, and become the Great Thinkers of the 21st century.

BOARD OF DIRECTORS MEETING

AGENDA

March 20, 2025

7:00PM

1051 W 2700 S

Perry, UT 84302

Join via zoom at:

<https://uetn-org.zoom.us/j/7462007176?omn=83102303577>

7:00 PM – **CALL TO ORDER:** Michelle Flynn

- Welcome/Mission Statement and Pledge: Becca Ashby

7:10PM- **TRAINING:** Open and Public Meeting Act

7:20PM – **PUBLIC COMMENT**

** PUBLIC PLEASE NOTE: All public input will be taken into consideration, but not be discussed by the board during this meeting. Comments will be limited to three minutes each. We appreciate your input and invite your comments. - Promontory Board of Trustees*

7:30PM—POP Update

7:40 PM – **FINANCE REPORT**

- Budget Review – Brian Cates

7:50 PM – **MINUTES**

- 02-20-2025 Board Meeting Minutes
- 02-25-2025 Emergency Board Meeting Minutes

In compliance with the American with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Tammy Stutznegger at tstutznegger@promontoryschool.org giving at least three working days notice. "This institution is an equal opportunity provider and employer.

7:55 PM – **BUSINESS ITEMS**

- Search & Seizure- Executive Board
- Special Education Policy and Procedure Manual- Executive Board
- School Student Family Compact- POP

8:15 PM --**ACTION ITEMS**

- Data Governance Plan
- Religious Resolution Policy
- School Land Trust
- Overnight Approval
- Board Vacancies
- Spring Blues for Books Library Fundraiser
- Book Wish List for Library Fundraiser
- Promontory Library Week Book List Fundraiser

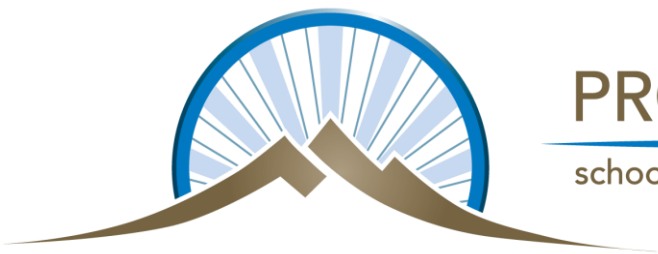
8:30 PM **DIRECTOR'S REPORT**

- Staffing Update
- Enrollment/Lottery
- Student Achievement
- Professional Development
- Public Relations

9:00 PM CLOSED MEETING:

9:15 PM – ADJOURN

*Next scheduled Board Meeting Thursday, April 17, 2025.



PROMONTORY

school of expeditionary learning

February 25, 2025

5:00PM

Via Zoom

Trustees:

Michelle Flynn
Dorothy Dobson
Adrianne Murray
Hilary Gerhardt
Riley Riser
Becca Ashby
Stephanie Quintero

Visitor:

Tammy Stutznegger

5:30 PM – **CALL TO ORDER**

5:32PM—**Business Items:**

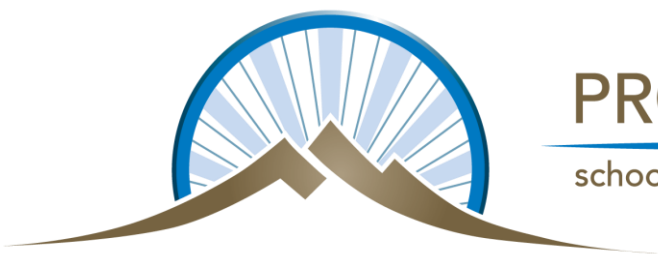
- Open and Public Meeting Act Training—Video was sent out to all the Board members. Let Michelle know once you have watched the video. We will discuss it at March's Board meeting.

5:34PM—**Action Items:**

- Adventure and Fieldwork Agreement—Approving registration paperwork. Riley motions to approve. Stephanie seconds. Motion is carried.

5:35PM – ADJOURN—Barbie Wright motions to adjourn. Becca Ashby seconds. Motion is carried.

*Next scheduled Board Meeting: March 20, 2025



PROMONTORY

school of expeditionary learning

BOARD OF DIRECTORS MEETING AGENDA

February 20, 2025

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees:

Michelle Flynn
Dorothy Dobson
Becca Ashby
Adrianne Murray
Barbie Molgard-Wright
Riley Riser
Hilary Gerhardt
Adrianne Murray

Director:

Amber Edelman

Visitors:

Tammy Stutznegger
Brian Cates—Zoom
Stacy Butts—Zoom
Holly Jeppson--Zoom
Glenna Petersen--Zoom
Donovan Malone--Zoom
Teresa Lee--Zoom
Sheri Riser
Amanda Lucherini

Officers

Amber Jenks

Absent: Emily Morgan, Kandice Scothern, Stephanie Quintero, Jessica Flinn, Michelle Wilson

7:00 PM – **CALL TO ORDER:** Michelle Flynn

· Welcome/Mission Statement and Pledge: Barbie Molgard-Wright

7:15PM – **PUBLIC COMMENT—No public comment.**

7:16PM—POP Update—Amber Jenks. Had our winter carnival. Made \$199 more than spring fundraiser with the mega celebration. Made \$1985. Awarded mini grants to those who put in for one. Received 8 and were able to award 4 grants. Mr. Rob \$500 to support theater program. \$240 Ms. McKayla for art. \$250 for kindergarten to go towards sensory play. \$385 ½ community to help them add hands on materials for expeditions. Remaining will go towards staff appreciation in May. Library will be the beneficiary for the spring fundraiser—would like new chairs/seating.

7:23 PM – **FINANCE REPORT**

· Budget Review – Brian Cates– Hearing that an already improved increase of 4% to the WPU. Will find out for sure once the legislative estimates have been approved. COVID funding is winding down. PTIF not a lot to update. Rates are still good. Reinvestment slightly under what we are used to seeing. Still best place to have our cash reserves. As of end of January,

we are about 58% through the fiscal year. Budget summary as of end of January –operating margin of about 4.5% which is good. Will still see movement in our forecast in our line items. Cash balance is good. Enrollment is up a few spots at 441.

7:31 PM – **MINUTES**

- 01-16-2025 Board Meeting Minutes–Correct WIN time under gifted and talented. Becca motions to approve. Dorothy seconds. Motion is carried.

7:35 PM – **BUSINESS ITEMS**

- Spring Retreat Date–April 22nd Tuesday in Corinne 9-2pm. Discuss strategic planning survey. Get a financial goal, student performance goal, curricular goal, charter agreement goals.

- Language Access Plan–State Law HB302 that we need to create a model language access plan. Develop a language access plan that facilitates English learners and their families. We appoint a coordinator to execute plan. We need to include that within 30 days of enrollment we know what the primary language is and if assistance if needed. Offer translation services. SLC, enrollment, IEP meeting, provide an annual notice to parents saying we are providing instruction in their language. Need to come up with a policy. Last years legislative meeting. We do have four teachers doing the interpreter classes. 2 Spanish, 1 German, 1 Portuguese. Needs to be updated in our registration paperwork.

- Reporting Arrest Policy–Codes good. Nothing to update or change.

- Religious Resolution Policy–Include the Resolution of Freedom to the policy. Correct code. Combine the two policies together.

- Fundraising and Employee Relationships and Disclosure Policy–Need code updates. Will need some updates.

- Ethics Policy–Correct codes.

7:50 PM --**ACTION ITEMS**

7:54PM· AI Guidelines Policy–Got a lot of great feedback from teachers. Wants something put in place, but aware that there will be continual updates. Hilary motions to approve. Barbie seconds. Motion is carried.

8:05PM· School Fees–Keep school fees the same. Look at increasing them next year. \$97 per 7th and 8th grader. \$40 class fee, \$27 Computer and technology fee, \$30 fieldwork fee.

Barbie motions to approve. Dorothy seconds. Motion is carried.

8:07PM· School Calendar–Riley motions to approve. Hilary seconds. Motion is carried.

- Registration Paperwork–Include the expedition and adventure compact. Suggested to add something in there regarding carpooling and the benefits of it. Bullet points. Non - participation. Table until completed. Will hold an emergency board meeting to approve.

- Family Handbook–Table until March. Update with blind mule, student compact Title 1.

8:32PM· Records Policy–change 30 days to 45 days. Barbie motions to approve. Dorothy seconds. Motion is carried.

8:34PM· LEA Specific Licenses Policy–Approve teacher licenses to those who do not

have LEA licenses. What if not able to complete it within the 3 years? State is leaving it up to the boards. Hilary motions to approve. Adrienne seconds. Motion is carried.

8:40 PM DIRECTOR'S REPORT

- Staffing Update: Letters of intent will be sent out next month.
- Enrollment/Lottery: 2024-25 we had 207 on the waitlist, our current waitlist is 150.
- Student Achievement: Sheri Riser discussed our student's Acadience reading and math results. They have shown significant improvements in some of our grades.
- Professional Development: Teachers get to choose PD this month, End of year Retreat is set for June 3-4 in Swan Valley, PD Campout Dates set to Aug 10-12 @Pineview Reservoir
- Public Relations: Kindergarten enrollment published on our social media sites, fliers given to preschools, Signed a contract with Enrollhand for another year. Senior spotlights are starting to come in and will be posted soon. Venture visited our 8th graders in December, BEMS visit is next week. Testify at Senate for North Dakota to represent charter schools.

9:38 PM – ADJOURN– Riley motions to adjourn. Becca seconds. Motion is carried.

*Next scheduled Board Meeting Thursday, March 20, 2025.

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account

Account Period

8282

July 01, 2024 through February 28, 2025

Summary

Beginning Balance	\$ 1,480,981.30	Average Daily Balance	\$ 1,505,299.61
Deposits	\$ 249,958.81	Interest Earned	\$ 49,958.81
Withdrawals	\$ 0.00	360 Day Rate	4.9168
Ending Balance	\$ 1,730,940.11	365 Day Rate	4.9851

Date	Activity	Deposits	Withdrawals	Balance
07/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,480,981.30
07/31/2024	REINVESTMENT	\$ 6,831.19	\$ 0.00	\$ 1,487,812.49
08/31/2024	REINVESTMENT	\$ 6,830.91	\$ 0.00	\$ 1,494,643.40
09/30/2024	REINVESTMENT	\$ 6,540.54	\$ 0.00	\$ 1,501,183.94
10/31/2024	REINVESTMENT	\$ 6,422.96	\$ 0.00	\$ 1,507,606.90
11/30/2024	REINVESTMENT	\$ 6,032.18	\$ 0.00	\$ 1,513,639.08
12/31/2024	REINVESTMENT	\$ 6,088.31	\$ 0.00	\$ 1,519,727.39
01/31/2025	REINVESTMENT	\$ 5,866.43	\$ 0.00	\$ 1,525,593.82
02/27/2025	Per Mich	\$ 200,000.00	\$ 0.00	\$ 1,725,593.82
02/28/2025	REINVESTMENT	\$ 5,346.29	\$ 0.00	\$ 1,730,940.11
02/28/2025	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,730,940.11

{Effective: 07/31/2024} The GASB Fair Value factor at June 30, 2024 is 1.00150349

{Effective: 01/31/2025} The GASB Fair Value factor at December 31, 2024 is 1.00186367

Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 66.0% (11 School Budget records)							
1510 Interest on Investments	\$184,332	\$81,246	\$70,000	\$55,000	\$125,000	67.0%	65.0%
1610 Lunch Program	\$58,534	\$35,297	\$60,000	\$0	\$60,000		58.8%
1720 Yearbook Income	\$3,317	\$196	\$0	\$196	\$196		100.0%
1720 Bookfair Income	\$1,246	\$936	\$0	\$936	\$936		100.0%
1720 Uniforms	\$403	\$341	\$0	\$341	\$341		100.0%
1741 Middle School Fees	\$6,525	\$5,239	\$7,000	\$0	\$7,000		74.8%
1920 Fieldwork/Expedition Donations	\$7,180	\$7,422	\$6,000	\$1,422	\$7,422		100.0%
1920 Community Donations	\$11,670	\$5,936	\$1,000	\$4,936	\$5,936		100.0%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines	\$41,434	\$5,807	\$3,000	\$2,807	\$5,807		100.0%
TOT	\$314,642	\$142,420	\$150,000	\$65,638	\$215,638		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 65.5% (36 School Budget records)							
3010 Regular School Prgm K-12	\$1,697,638	\$1,196,304	\$1,782,591	\$10,212	\$1,792,803	67.0%	66.7%
3020 Professional Staff	\$92,293	\$70,425	\$96,907	\$8,731	\$105,638	67.0%	66.7%
3105 Special Education -- Add-On	\$386,286	\$296,679	\$495,499	-\$67,308	\$428,191	67.0%	69.3%
3110 Special Education -- Self-Contained		\$7,923	\$11,884	\$0	\$11,884	67.0%	66.7%
3120 Special Education -- Extended Year	\$3,759	\$2,648	\$3,974	-\$3	\$3,971	67.0%	66.7%
3125 Special Education -- State Programs	\$7,519	\$5,733	\$8,599	\$0	\$8,599	67.0%	66.7%
3128 Special Education -- Stipends for ESY	\$3,910	\$3,390	\$0	\$3,390	\$3,390	100.0%	100.0%
3153 Students At-Risk Add-on	\$83,974	\$87,004	\$104,396	\$26,110	\$130,506	67.0%	66.7%
3211 Gifted and Talented	\$4,660	\$2,797	\$4,660	-\$1,863	\$2,797	100.0%	100.0%
3230 Class Size Reduction - K-8	\$176,933	\$124,539	\$187,129	-\$426	\$186,703	67.0%	66.7%
3400 Teacher Salary Supplement			\$0	\$0	\$0		
3410 Flexible Allocation	\$1,077	\$742	\$1,122	-\$13	\$1,109	67.0%	66.9%
3520 School Land Trust	\$64,964	\$67,210	\$67,210	\$0	\$67,210	100.0%	100.0%
3566 Professional Learning	\$3,596	\$2,635	\$0	\$3,952	\$3,952	67.0%	66.7%
3579 Mental Health Grant	\$2,293		\$38,577	\$1,420	\$39,997		
3582 Beverly T. Sorenson Elem Arts	\$20,000	\$24,000	\$36,000	\$0	\$36,000	67.0%	66.7%
3596 School Safety Grant	\$3,000		\$3,000	\$0	\$3,000		
3655 Digital Teaching & Learning	\$26,319		\$26,000	-\$3,464	\$22,536		
3719 Charter School Local Replacement	\$1,412,098	\$984,043	\$1,476,065	\$0	\$1,476,065	67.0%	66.7%
3725 Charter School Admin Costs	\$51,980	\$55,636	\$84,192	-\$985	\$83,207	67.0%	66.9%
3770 School Lunch (Liquor Tax)	\$45,395	\$16,063	\$45,000	-\$15,000	\$30,000		53.5%
3800 TSSA Program	\$110,236	\$80,182	\$120,128	\$145	\$120,273	67.0%	66.7%
3800 Suicide Prevention	\$1,000	\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time	\$49,252	\$55,447	\$56,943	-\$1,496	\$55,447	100.0%	100.0%
3800 Public Ed Capital & Tech Fund			\$0	\$0	\$0		
3800 Early Interactive Software Program			\$12,580	-\$12,580	\$0		
3800 Elevate Grant			\$90,000	-\$90,000	\$0		
3800 CSI Grant			\$0	\$49,988	\$49,988		
3814 Master Pilot Grant			\$0	\$40,235	\$40,235		
3846 Innovation Grant		\$50,000	\$0	\$50,000	\$50,000	100.0%	100.0%
3868 Teacher Materials and Supplies	\$4,395	\$11,935	\$9,472	\$2,463	\$11,935	100.0%	100.0%
3870 PCBL Competency Based Learning			\$100,000	-\$47,528	\$52,472		
3872 Substance Prevention	\$4,000	\$4,000	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$297,386	\$214,236	\$315,043	\$6,311	\$321,354	67.0%	66.7%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm		\$7,648	\$0	\$7,648	\$7,648	100.0%	100.0%
TOT	\$4,553,963	\$3,372,218	\$5,181,971	-\$30,061	\$5,151,910		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 34.0% (12 School Budget records)							
4079 Foods for Local Schools Co-op	\$5,905		\$0	\$0	\$0		
4500 SRSA (REAP) Grant	\$50,583	\$54,892	\$50,583	\$4,309	\$54,892	100.0%	100.0%
4522 IDEA Preschool			\$1,950	\$1	\$1,951		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4524 IDEA Part-B			\$82,879	\$335	\$83,214		
4571 National School Lunch Prgm	\$17,593	\$10,923	\$17,000	\$0	\$17,000		64.3%
4572 Free & Reduced Reimbursement	\$59,220	\$40,987	\$55,000	\$5,000	\$60,000		68.3%
4573 National School Breakfast	\$18,417	\$13,493	\$17,000	\$3,000	\$20,000		67.5%
4575 Supply Chain Assistance	\$13,076		\$0	\$0	\$0		
4801 Title IA			\$51,501	\$387	\$51,888		
4860 Title IIA			\$7,884	\$0	\$7,884		
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant			\$50,000	-\$3,484	\$46,516		
TOT	\$174,794	\$120,294	\$343,797	\$9,548	\$353,345		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 67.4% (15 School Budget records)							
121.24 Administration	-\$196,028	-\$136,396	-\$200,000	\$0	-\$200,000	67.0%	68.2%
131.1 Teachers	-\$1,271,948	-\$928,249	-\$1,335,000	\$0	-\$1,335,000	67.0%	69.5%
131.1 Merit Pay/Winter Bonus	-\$50,090		-\$30,000	\$0	-\$30,000		
131.1 Special Education Teachers	-\$154,649	-\$154,417	-\$240,000	\$0	-\$240,000	67.0%	64.3%
131.1 Stipends	-\$121,182	-\$53,036	-\$150,000	\$10,000	-\$140,000		37.9%
132.1 Substitute Teachers	-\$60,377	-\$37,225	-\$40,000	\$0	-\$40,000		93.1%
132.1 PTO Cash Out	-\$10,550	-\$10,000	-\$10,550	\$0	-\$10,550		94.8%
142.21 Counselor	-\$49,562	-\$41,518	-\$64,000	\$0	-\$64,000	67.0%	64.9%
152.24 Office Salaries	-\$109,237	-\$87,277	-\$155,000	\$10,000	-\$145,000	67.0%	60.2%
161.1 Community Aides/ Literacy Aides	-\$327,791	-\$196,638	-\$286,100	\$0	-\$286,100	67.0%	68.7%
161.1 Special Education Aides	-\$182,008	-\$93,589	-\$79,600	-\$35,400	-\$115,000	67.0%	81.4%
161.1 RTI / Title I	-\$35,979	-\$44,633	-\$44,600	-\$5,400	-\$50,000	67.0%	89.3%
162.22 Library Aide	-\$38,555	-\$29,837	-\$32,300	-\$7,700	-\$40,000	67.0%	74.6%
182.26 Custodial/Maintenance Salaries	-\$119,763	-\$86,445	-\$116,600	\$0	-\$116,600	67.0%	74.1%
191.31 Kitchen Salaries	-\$113,324	-\$74,389	-\$116,000	\$0	-\$116,000	67.0%	64.1%
TOT	-\$2,841,044	-\$1,973,649	-\$2,899,750	-\$28,500	-\$2,928,250		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 67.9% (8 School Budget records)							
220 FICA	-\$211,916	-\$146,091	-\$223,000	\$0	-\$223,000	67.0%	65.5%
230 Retirement	-\$115,108	-\$82,229	-\$116,000	\$0	-\$116,000	67.0%	70.9%
241 Health Insurance	-\$399,482	-\$331,222	-\$450,000	-\$25,000	-\$475,000	67.0%	69.7%
242 Life and Disability Insurance	-\$5,298	-\$3,616	-\$5,300	\$0	-\$5,300		68.2%
243 HRA/Flex Spending	-\$13,615	-\$9,207	-\$17,000	\$0	-\$17,000		54.2%
244 Dental Insurance	-\$22,510	\$546	-\$23,000	\$13,000	-\$10,000		-5.5%
270 Worker's Compensation Fund	-\$8,181	-\$12,484	-\$9,000	-\$5,000	-\$14,000		89.2%
280 Unemployment Insurance	-\$7,453	-\$3,031	-\$5,000	\$0	-\$5,000		60.6%
TOT	-\$783,564	-\$587,335	-\$848,300	-\$17,000	-\$865,300		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 68.2% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$112,145	-\$91,816	-\$98,000	-\$20,000	-\$118,000		77.8%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$22,485	-\$9,134	-\$17,000	\$0	-\$17,000		53.7%
345.23 Audit Services	-\$16,540	-\$15,604	-\$17,000	\$1,396	-\$15,604		100.0%
345.25 Business Services	-\$77,328	-\$53,096	-\$79,648	\$0	-\$79,648	67.0%	66.7%
345.25 Professional Services	-\$15,128	-\$743	-\$3,000	-\$873	-\$3,873		19.2%
347.21 Speech Therapy Services	-\$79,473	-\$57,939	-\$80,000	\$0	-\$80,000		72.4%
349.23 Legal Services		-\$2,765	-\$10,000	\$0	-\$10,000		27.7%
350.25 Technical Services (IT)	-\$58,048	-\$24,067	-\$58,000	\$8,000	-\$50,000		48.1%
TOT	-\$381,147	-\$255,164	-\$362,648	-\$11,477	-\$374,125		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 42.2% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$11,209	-\$10,320	-\$12,500	-\$2,500	-\$15,000		68.8%
422.26 Lawn Care & Snow Removal	-\$8,199	-\$2,825	-\$20,000	\$0	-\$20,000		14.1%
423.26 Custodial Services	-\$49,992	-\$33,328	-\$52,000	\$2,000	-\$50,000	67.0%	66.7%
430.26 Repairs / Maintenance / Monitoring	-\$18,073	-\$5,444	-\$35,000	\$10,000	-\$25,000		21.8%
443.25 Lease of Copy Machines	-\$18,651	-\$14,900	-\$21,000	-\$1,000	-\$22,000		67.7%
450.46 Construction Services (West Side)	-\$23,120	-\$1,598	-\$30,000	\$0	-\$30,000		5.3%
TOT	-\$129,243	-\$68,415	-\$170,500	\$8,500	-\$162,000		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 61.6% (7 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$6,836	-\$15,544	-\$16,000	-\$5,000	-\$21,000		74.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
518.21 Adventure	-\$6,388	-\$7,749	-\$7,500	-\$2,500	-\$10,000		77.5%
520.23 Liability, Property, D&O Insurance	-\$40,116	-\$22,523	-\$45,000	\$5,000	-\$40,000		56.3%
530.24 Telephone	-\$6,815	-\$4,033	-\$9,500	\$0	-\$9,500		42.5%
540.23 Marketing	-\$18,147	-\$9,996	-\$15,000	\$0	-\$15,000		66.6%
580.22 Travel	-\$4,954	-\$3,546	-\$8,000	\$0	-\$8,000		44.3%
581 Board Expenses	-\$3,102	-\$1,598	-\$3,000	\$1,000	-\$2,000		79.9%
TOT	-\$86,358	-\$64,989	-\$104,000	-\$1,500	-\$105,500		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 74.4% (17 School Budget records)							
610.1 Classroom / Expedition	-\$54,345	-\$83,149	-\$90,000	\$0	-\$90,000		92.4%
610.1 Adventure Supplies	-\$6,657	-\$2,498	-\$4,500	\$0	-\$4,500		55.5%
610.1 Special Education Materials	-\$1,206	-\$3,018	-\$3,500	\$0	-\$3,500		86.2%
610.1 Student Activity Supplies	-\$9	-\$840	\$0	-\$1,000	-\$1,000		84.0%
610.22 Professional Development Supplies	-\$1,410	-\$7,857	-\$5,000	-\$5,000	-\$10,000		78.6%
610.22 Yearbooks	-\$3,434		-\$3,754	\$0	-\$3,754		
610.23 Board Expenses			\$0	\$0	\$0		
610.24 Office Supplies	-\$35,884	-\$22,654	-\$33,000	\$0	-\$33,000		68.6%
610.33 POP Expenses	-\$7,852	-\$1,295	-\$10,000	\$0	-\$10,000		13.0%
622.26 Energy Supplies	-\$49,162	-\$38,759	-\$49,000	-\$9,000	-\$58,000		66.8%
630.31 Food and Kitchen	-\$102,791	-\$76,767	-\$113,000	\$0	-\$113,000		67.9%
641.1 Textbooks & Curriculum	-\$10,997	-\$25,704	-\$10,000	-\$17,000	-\$27,000		95.2%
644.22 Library	-\$5,963	-\$6,075	-\$7,000	\$0	-\$7,000		86.8%
644.22 Book Fair	-\$1,299	-\$928	-\$2,000	\$0	-\$2,000		46.4%
650.21 Tech-Related Supplies	-\$32,199	-\$2,397	-\$6,000	\$0	-\$6,000		40.0%
670.1 Software	-\$41,224	-\$39,188	-\$45,000	\$5,812	-\$39,188		100.0%
680.26 Maintenance & Cleaning Supplies	-\$41,185	-\$18,311	-\$35,000	\$0	-\$35,000		52.3%
TOT	-\$395,618	-\$329,440	-\$416,754	-\$26,188	-\$442,942		
Promontory School of Expeditionary Learning - Expense - 700 Property - 331.9% (5 School Budget records)							
720.26 Land & Site Improvement	-\$3,201,513	-\$206,157	-\$10,000	\$0	-\$10,000		2061.6%
733.1 Furniture and Fixtures	-\$68,388	-\$13,086	-\$10,000	-\$3,086	-\$13,086		100.0%
734.1 Technology-Related Hardware	-\$103,920	-\$39,957	-\$50,000	\$0	-\$50,000		79.9%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$3,373,821	-\$259,200	-\$75,000	-\$3,086	-\$78,086		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 52.4% (5 School Budget records)							
810.24 Dues and Fees	-\$3,724	-\$1,617	-\$4,200	\$0	-\$4,200		38.5%
810.24 Charter School Association Dues	-\$3,616	-\$3,611	-\$3,616	\$5	-\$3,611		100.0%
810.25 Background Checks	-\$1,940	-\$1,689	-\$2,300	\$0	-\$2,300		73.4%
830 Facility Mortgage Payment	-\$330,443	-\$289,333	-\$555,019	\$0	-\$555,019		52.1%
890.21 Misc. Expenditures	-\$1,204	-\$277	-\$1,204	\$0	-\$1,204		23.0%
TOT	-\$340,928	-\$296,527	-\$566,339	\$5	-\$566,334		
TOT	-\$3,288,325	-\$199,786	\$232,477	-\$34,121	\$198,356		



Promontory School of Expeditionary Learning

Financial Summary

As of 2/28/25



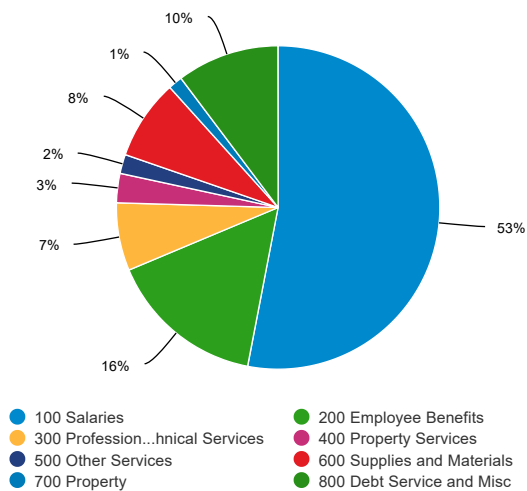
Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)						
	1000 Local Revenue	\$142,420	\$150,000	\$215,638	38.8%	66.0%
	3000 State Revenue	\$3,372,218	\$5,181,971	\$5,151,910	65.2%	65.5%
	4000 Federal Revenue	\$120,294	\$343,797	\$353,345	15.5%	34.0%
TOT		\$3,634,932	\$5,675,768	\$5,720,893		
Expense (8 School Category records)						
	100 Salaries	-\$1,973,649	-\$2,899,750	-\$2,928,250	62.0%	67.4%
	200 Employee Benefits	-\$587,335	-\$848,300	-\$865,300	63.0%	67.9%
	300 Professional and Technical Services	-\$255,164	-\$362,648	-\$374,125	14.3%	68.2%
	400 Property Services	-\$68,415	-\$170,500	-\$162,000	20.7%	42.2%
	500 Other Services	-\$64,989	-\$104,000	-\$105,500	-0.0%	61.6%
	600 Supplies and Materials	-\$329,440	-\$416,754	-\$442,942	-0.0%	74.4%
	700 Property	-\$259,200	-\$75,000	-\$78,086	-0.0%	331.9%
	800 Debt Service and Misc	-\$296,527	-\$566,339	-\$566,334	-0.0%	52.4%
TOT		-\$3,834,718	-\$5,443,291	-\$5,522,537		
TOT		-\$199,786	\$232,477	\$198,356		

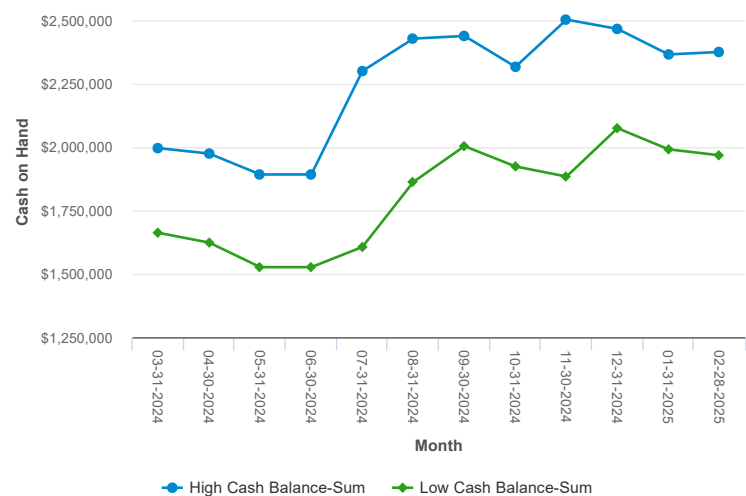
Financial Metrics

	Financial Metric	Covenant	Target	Forecast
	Operating Margin		4.0	3.47
	Debt Service Ratio	1.15	1.30	1.36
	% Building		<16	9.7
	Unrestricted Days Cash	40	100	139

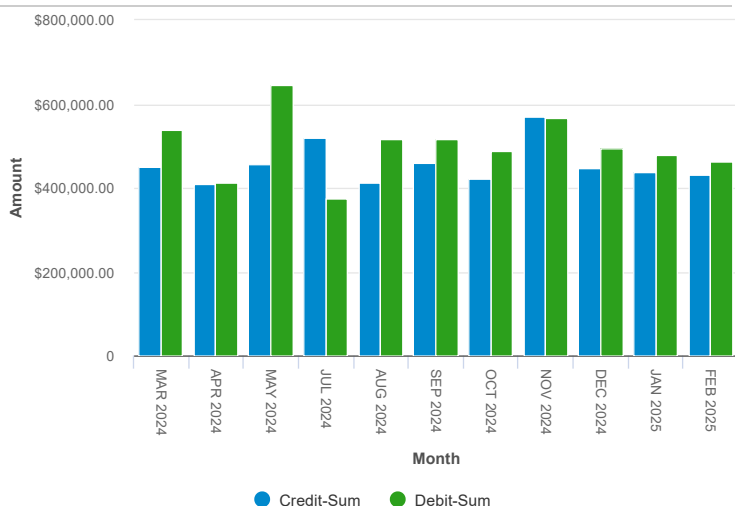
Expense Distribution



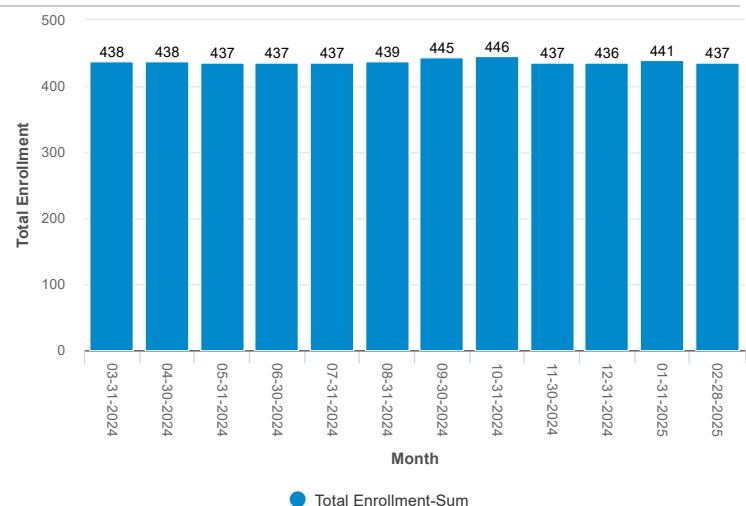
Cash Balance



Revenue vs Expenses



Enrollment Trend



Student Search & Seizure Policy

Purpose

The Utah State Legislature and the Utah State Board of Education have charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. Utah Code Ann. § 53G-8-509 directs the Utah State Board of Education and local boards of education to have rules in place to protect individual student rights and guard against excessive intrusion. In the discharge of that responsibility, school authorities of Promontory School of Expeditionary Learning may search school property such as lockers used by students, or the person or property, including backpacks, purses and belongings, electronic devices, and vehicles of students, in accordance with the following policy.

The guidelines for when and how Administrative Officials of Promontory School of Expeditionary Learning may conduct student searches and seize property are outlined below.

Publication

A copy of this policy shall be included in student conduct handbooks, employee handbooks, and available on the Promontory School of Expeditionary Learning website.

Definitions

a. "Appropriate school official" means the most appropriate school employee, considering all the circumstances, who should search a student. Usually, the appropriate school official will be the school principal or school director. Generally, the more intrusive the search, the higher the level the appropriate school official should be who conducts the search. Other factors may include age of the student, gender of the student, if the student has an IEP, the student's background, seriousness of the item(s) being searched for, which appropriate school official is reasonably available, and the urgency of the situation.

b. "Electronic device" means a privately-owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

c. "Local school board" means Promontory School of Expeditionary Learning.

d. "Reasonable suspicion" means a particularized and objective basis, supported by specific

articulable facts, for suspecting a person of criminal activity; reasonableness extends to both the reason for the search and the appropriateness of the scope of the search.

d. "Reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

- has violated or is violating a rule or behavioral norm provided in school policy;
- has violated or is violating a particular law;
- possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff or school/district property;

Authority to Search

- Authority.** Only the appropriate school official, which is the Director or another Administrative staff member designated the by the Director, is authorized to conduct a search. A second member of the school Administration or the police should supervise the search. If a police officer or additional supervisory Administration member is impractical because of an immediate concern for safety, the search should be conducted in view of another member of the school's staff.
- Consent.** The appropriate school official shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, the school official may conduct the search without such consent.
- Parent Notification.** School officials have no legal obligation to contact parents before detaining and questioning students. However, it is good practice when a student is questioned about serious allegations of the student's own misbehavior that another responsible adult should be notified to protect the interest and well being of the student. Parents will be advised of all student searches and seizures of property.

Searches of School-Owned Property

School-owned electronic devices and storage areas (including lockers, desks, etc.) remain under the exclusive control of the School and are subject to search at any time— with or without reasonable suspicion. Students shall have no expectation of privacy with respect to School-owned electronic devices or storage areas. Students shall provide passwords used to protect data on any school-owned electronic devices. Locks may be destroyed while searching School-owned storage areas.

- All lockers and other storage areas provided for student use remain the property of the School. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to this policy. A student using the locker or storage area has no expectation of privacy in that locker or storage area or the contents contained therein. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against local school board policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the teacher or School administrator. Unapproved locks may be removed and destroyed.

- B. An appropriate School official may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- C. An appropriate School official may, at any time, request assistance of the appropriate law enforcement agency having jurisdiction over the facilities of the School. The law enforcement officer must have probable cause, however, to personally orchestrate or conduct a search of the lockers and storage areas and their contents.

Using Dogs in Searching School Property

School is also authorized for the use of canines, trained in detecting the presence of drugs or devices, when the appropriate school official has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas, student desks, and other places in the School where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and will not be used to search students personally unless either a warrant or parental permission has been obtained prior to the search.

Where a dog sniff search is otherwise appropriate, it is acceptable to detain students or restrict their movement to facilitate the search. Also, School has authority to require students to relinquish personal items from their possession (backpacks, book bags, gym bags) to facilitate searches.

Student Person and Possessions

School recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no students are searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the urgency and seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

Personal Search of a Student and Student Consent to Search

Except as provided below, a request for the search of a student or a student's possessions will be directed to the appropriate School official. The appropriate School official shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is reasonable suspicion, the appropriate School official may conduct the search without such consent.

Whenever possible, a search will be conducted by the appropriate School official in the presence of the student and a staff member in addition to the appropriate school official. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately

threatened.

The personal search of a student may be conducted by the appropriate School official when the appropriate School official has reasonable suspicion for a search of that student. Authorized searches of the student's person are as follows:

- A. the student's pockets;
- B. purses, backpacks, or any objects in the possession of the student;
- C. a "pat down" of the exterior of the student's clothing and the removal of any identified item;
- D. removal of an article of exterior clothing such as a jacket, watch, or hat; E. a student's electronic device if warranted and to the extent warranted.

Searching Students and Property While at School-sponsored Activities

This authorization to search shall also apply to all situations in which the student *is under* the jurisdiction of the School—including all students participating in extracurricular activities and athletics, dual-enrolled students and students taking online courses, when applicable.

Documentation of Search

The appropriate School official shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found, and the disposition made of them; and any subsequent action taken. The appropriate School official shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or objects taken from a student. The appropriate school official shall report a student's possession of a dangerous weapon consistent with Utah Code 53G-8-510.

The appropriate School official may prepare administrative guidelines to further implement this policy of documentation, maintenance, and disposal of items.

Search Procedures

Pursuant to this policy, appropriate school officials shall use the following steps when appropriate school officials have reasonable suspicion that a student possesses evidence that a rule or law has been violated:

- A. All requests or suggestions for the search of a student or student's possessions shall be directed to the appropriate School official or the person in charge of the students if students are out of the district or School.
- B. Wherever possible, before conducting the search, the appropriate School official shall notify the student, request the student's consent to the inspection and inform the student that she/he may withhold consent. Such consent, if offered, shall be voluntary. The appropriate School official shall conduct the search, however, with or without the consent.
- C. Wherever possible, an adult third party shall be present at any search of a student or student's possessions.
- D. The appropriate School official may conduct a student search upon reasonable suspicion of the presence of an illegal or dangerous substance or object, or anything contraband under

Health/Safety of Students

Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the appropriate School official shall act with as much speed and dispatch as is required to protect persons and property in the School while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

Method and Scope of Search

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, related items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity or **unreasonable** teacher/administrator suspicion.

Items Found

Anything found in the course of a search which is evidence of a student violation of School rules or federal/state laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the School official until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

Vehicles

Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

Use of Breath - Test Instruments

The appropriate School official may arrange for a test to be conducted on a student whenever the School authority has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage or an illegal unprescribed substance.

The appropriate School official shall attempt to contact a local law enforcement agency and arrange for it to conduct the test.

The following procedure should be used if the test is conducted by a School official:

- A. Take the student(s) to a private administrative or instructional area on School property and have at least one other member of the teaching or administrative staff present as a witness to the test. If the student refuses to take the test, inform him that

refusal to participate leaves the observed evidence of the alcohol or drug use unrefuted, thus leading to disciplinary action.

- B. Allow the student a second opportunity to be tested, and if the student refuses again, ask

the student to sign a refusal statement. Regardless of whether or not the student signs a refusal statement, prepare a written report of the incident.

Electronic Cigarette Products

Students are prohibited from possessing or using electronic cigarette products while on School property and electronic cigarette products will be confiscated. School officials will properly store and arrange for disposal of any confiscated electronic cigarette product. Because electronic cigarette products are hazardous waste in accordance with Title 19, Chapter 6, Hazardous Substances, school officials must follow the proper disposal as outlined by the Utah Department of Environmental Quality. (Utah Admin Code R315-260 through 262).

School officials will avoid accumulating more than 1kg/2.2 lbs. of liquid nicotine or empty containers that held nicotine e-liquids (e.g., cartridges or pods) at any given time and will follow the Utah Department of Environmental Quality's administrative rules for waste management which, including:

- A. Identifying the waste; and
- B. Ensuring the delivery of the hazardous waste to an offsite treatment or disposal facility permitted to manage hazardous waste, municipal or industrial waste, or a facility that recycles nicotine waste.

Prior to delivery to a designated site, School officials will store any confiscated electronic cigarette products in the following manner:

- A. Using appropriate PPE, place the e-liquids, cartridges, and pods in a container that is in good condition and has a lid that can be securely closed. Label the container with the words, "Hazardous Waste Nicotine" and "Danger-Toxic in contact with skin."
- B. Keep a spill kit stocked with binders (sand/diatomaceous earth/sawdust) and gloves nearby. Have a Safety Data Sheet for e-liquids available (This can be found on the internet).
- C. Keep a log of the amount of waste as it is generated.
- D. Make arrangements with a disposal company to take the waste before accumulating 1 kg/2.2 lbs.
- E. Maintain records to show that the hazardous waste nicotine (e-liquids, cartridges, and pods) was disposed of at a permitted facility.
- F. Place damaged lithium batteries in a plastic bag and then place the bag in an inert material like sand. Lithium batteries that have an odor, are discolored, deformed, bulging, or swollen are damaged and have the potential to catch fire when they absorb moisture.
- G. Store lithium batteries away from heat and direct sunlight. Prevent terminals from touching by storing each battery in a plastic bag or cover the terminals.

If a School official has reason to believe the confiscated electronic cigarette product contains an illegal substance, the school may release the confiscated electronic cigarette product to local law enforcement.

Parent Notification

School officials have no legal obligation to contact parents before detaining and questioning students. However, it is good practice when a student is questioned about serious allegations of the student's own misbehavior that another responsible adult should be notified to protect the interest and well being of the student. Parents will be advised of all student searches and seizures of property.

Training

Promontory School of Expeditionary Learning shall provide adequate training to appropriate classes of employees for fair and consistent implementation of student search policies.

PROMONTORY SCHOOL OF EXPEDITIONARY LEARNING SPECIAL EDUCATION POLICIES AND PROCEDURES MANUAL

COMBINATION SLD ELIGIBILITY METHOD

Oct 10th, 2023

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I. General Provisions

I.A. PURPOSES (34 CFR § 300.1; RULES I.A.)

1. The primary purposes of this Promontory School of Expeditionary Learning's policies and procedures manual, consistent with Utah Code Annotated (UCA) Title 53E, Chapter 7, Part 2, Special Education Program; and the Individuals with Disabilities Education Improvement Act (IDEA), as amended; are:
 - a. To ensure that all students with disabilities ages 3 through 21 in Utah, including students with disabilities who have been suspended or expelled from school and students who have not graduated from high school with a regular high school diploma, have available to them a free appropriate public education
 - b. (FAPE) that emphasizes special education and related services, as specified on an Individualized Education Program (IEP) designed to meet their unique needs and prepare them for further education, employment, and independent living;
 - c. To ensure that the rights of students with disabilities and their parent(s) are protected;
 - d. To ensure that State standards are established for the provision of a FAPE to students with disabilities, as defined in the Rules;
 - e. To assess and ensure the effectiveness of efforts to educate students with disabilities.

I.B. DEFINITIONS AS USED IN THESE RULES (34 CFR §§ 300.4–300.45; RULES I.E.)

1. Promontory School of Expeditionary Learning has adopted all applicable definitions as found in Rule I.E. 1-59.

I.C. FULL EDUCATIONAL OPPORTUNITY GOAL (34 CFR § 300.109; RULES IX.A.2.D.(2)(c))

1. Promontory School of Expeditionary Learning provides a free appropriate public education (FAPE) to all eligible students with disabilities in conformity with the requirements of the Rules and the IDEA. Promontory School of Expeditionary Learning hereby affirms the goal of providing a full educational

opportunity to all students with disabilities determined eligible for special education and related services, of the ages served by Promontory School of Expeditionary Learning, in accordance with all of the timeline requirements of the IDEA. Promontory School of Expeditionary Learning follows all necessary requirements in the development and delivery of an individualized education program (IEP) for eligible students. Placement in the least restrictive environment (LRE) will be implemented to the maximum extent appropriate for students with special needs. Promontory School of Expeditionary Learning provides a continuum of placements to address the needs of students with disabilities to ensure those students receive special education and related services appropriate to their needs.

I.D. METHODS OF ENSURING SERVICES (34 CFR § 300.154; RULES IX.A.2.D.(2)(M))

1. Promontory School of Expeditionary Learning ensures each eligible student with disabilities enrolled in the school receives the services included in the IEP through a systematic process of IEP internal file reviews and monitoring of service delivery by Promontory School of Expeditionary Learning personnel.

II. Identification, Location, and Evaluation

II.A. CHILD FIND SYSTEM (34 CFR §§ 300.109, 300.111; RULES II.A.)

1. Promontory School of Expeditionary Learning, in accordance with the requirements of Part B of the IDEA and with the Rules, has developed policies and procedures to ensure that all students with disabilities residing within the jurisdiction of the LEA, including students with disabilities birth through 21 years of age and, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. These policies and procedures include a practical method for determining which students are currently receiving needed special education and related services and provide a process to reevaluate those who are found eligible within the three-year timeframe.
2. The requirements of this section apply to:
 - a. Highly mobile students with disabilities (such as students who are migrant and experiencing homelessness) (34 CFR § 300.111(c)(2)).
 - b. Students who have been suspended or expelled from school (34 CFR § 300.101(a)).
 - c. Students who have not graduated from high school with a regular high school diploma (34 CFR § 300.102(a)(3)(iii)).
 - d. Students who are suspected of being a student with a disability under the Rules and who are in need of special education and related services, even though they are advancing from grade to grade (34 CFR § 300.111(c)(1)).
 - e. Students who are homeschooled and students enrolled in private schools within the school district's boundaries.
 - f. Students in State custody/care.
 - g. Students in nursing homes.
3. Public charter schools are responsible for child find for students enrolled in their own school and have no responsibility for child find for students in private schools. Charter schools may not refer enrolled students to the local school district for child find.

4. The determination that a student is a “student with a disability” under the Rules must be made on an individual basis, by a group made up of the parent or student who is an adult and school personnel determined by the student’s LEA.
5. Major components of the child find system include:
 - a. LEA implementation, coordination, and tracking of child find activities and students identified, (34 CFR § 300.131).
 - b. USBE staff provision of ongoing technical assistance to LEAs, private schools, and other State agencies in implementing the child find system.
 - c. Implementation of the statewide data collection system for reporting student information, including Federal student count (34 CFR §§ 300.132, 300.640– 641) and the data requirements found in the Rules VI.B.3., which includes that:
 - (1) Each school district must maintain in its records, and provide to the USBE staff annually, the following information related to parentally placed or student who is an adult nonprofit private school students:
 - (a) The number of students evaluated and reevaluated within three years;
 - (b) The number of students determined to be students with disabilities; and
 - (c) The number of students served.
6. The collection and use of data to meet the requirements of this section are subject to the confidentiality of information provisions under the Rules and R277-487.

II.B. REFERRAL (34 CFR § 300.301; RULES II.B.)

1. Consistent with the consent requirements in Rules II.C., either a parent or the student who is an adult or an LEA may initiate a request for an initial evaluation to determine if a student is a student with a disability under Part B of the IDEA and the Rules. Upon receipt of a request for an evaluation, Promontory School of Expeditionary Learning must respond within a

reasonable timeframe. The response may not be delayed due to Promontory School of Expeditionary Learning's Response to Intervention process.

2. Promontory School of Expeditionary Learning shall provide an initial special education assessment for children who enter the custody of the Division of Child and Family Services (DCFS), upon request by that division and the LEA obtains appropriate parental consent for the evaluation for children whose school records indicate that they may have disabilities requiring special education services.

II.C. PARENTAL CONSENT (34 CFR § 300.300; RULES II.C.)

1. Parental consent for initial evaluation.
 - a. The LEA proposing to conduct an initial evaluation to determine if a student qualifies as a student with a disability under the Rules must, after providing prior written notice to the parent or student who is an adult, obtain informed consent, consistent with Rules I.E.9, from the parent of the student or the student who is an adult before conducting the evaluation.
 - (1) Consent from a parent or student who is an adult for initial evaluation must not be construed as consent for initial provision of special education and related services.
 - (2) Promontory School of Expeditionary Learning must make reasonable efforts to obtain informed consent from the parent or student who is an adult for an initial evaluation to determine whether the student is a student with a disability.
 - (3) When conducting psychological evaluations, Promontory School of Expeditionary Learning must implement the parental or student who is an adult consent requirements of UCA 53E-9-203 (Student Privacy and Data Protection).
 - b. For initial evaluations only, if the student is a ward of the State and is not residing with the student's parent(s), Promontory School of Expeditionary Learning is not required to obtain informed consent from the parent for an initial evaluation to determine whether the student is a student with a disability if:

- (1) Despite reasonable efforts to do so, Promontory School of Expeditionary Learning cannot discover the whereabouts of the parent(s) of the student;
 - (2) The rights of the parent(s) of the student have been terminated in accordance with State law; or
 - (3) The rights of the parent(s) to make educational decisions have been subrogated by a judge in accordance with State law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student.
 - c. If the parent(s) of a student or a student who is an adult enrolled in public school or seeking to be enrolled in public school does not provide consent for initial evaluation, or fails to respond to a request to provide consent, Promontory School of Expeditionary Learning may, but is not required to, pursue the initial evaluation of the student by utilizing the procedural safeguards or the due process procedures in Section IV of the Rules.
 - (1) Promontory School of Expeditionary Learning does not violate its obligation under the child find provisions of the Rules if it declines to pursue the evaluation by utilizing the procedural safeguards or the due process procedures.
2. Parental consent for services.
- a. Promontory School of Expeditionary Learning that is responsible for making a FAPE available to a student with a disability must obtain informed consent from the parent(s) of the student or student who is an adult before the initial provision of special education and related services to the student.
 - b. Promontory School of Expeditionary Learning must make reasonable efforts to obtain informed consent from the parent(s) or student who is an adult for the initial provision of special education and related services to the eligible student with disabilities.
 - c. If the parent(s) of a student or student who is an adult fails to respond to a request for, or refuses to consent to, the initial provision of special education and related services, Promontory School of Expeditionary Learning:

- (1) May not use the procedures in of the Rules IV., including the mediation procedures or the due process procedures, in order to obtain agreement or a ruling that the services may be provided to the student;
 - (2) Will not be considered to be in violation of the requirement to make available a FAPE to the student for the failure to provide the student with the special education and related services for which Promontory School of Expeditionary Learning requests consent; and
 - (3) Is not required to convene an IEP Team meeting or develop an IEP for the student for the special education and related services for which Promontory School of Expeditionary Learning requests such consent.
- d. If, at any time subsequent to the initial provision of special education and related services, the parent(s) of a student or student who is an adult revokes consent in writing for the continued provision of special education and related services, Promontory School of Expeditionary Learning:
- (1) May not continue to provide special education and related services to the student but must provide prior written notice in accordance with Rules IV.D. before ceasing the provision of special education and related services;
 - (2) May not use the procedures in Rules IV., including the mediation procedures or the due process procedures, in order to obtain agreement or a ruling that the services may be provided to the student;
 - (3) Will not be considered to be in violation of the requirement to make available a FAPE to the student for the failure to provide the student with the special education and related services for which Promontory School of Expeditionary Learning requests consent; and
 - (4) Is not required to convene an IEP Team meeting or develop an IEP for the student for the special education and related services for which Promontory School of Expeditionary Learning requests such consent (34 CFR § 300.300).
3. Parental consent for reevaluations.

- a. Promontory School of Expeditionary Learning must obtain informed parental or student who is an adult consent prior to conducting any reevaluation of a student with a disability.
 - b. If the parent or student who is an adult refuse to consent to the reevaluation, Promontory School of Expeditionary Learning may, but is not required to, pursue the reevaluation by using the dispute resolution procedures provided in the procedural safeguards, and including mediation or due process procedures.
 - c. Promontory School of Expeditionary Learning does not violate its obligation under child find if it declines to pursue the reevaluation.
 - d. The informed parental or student who is an adult consent need not be obtained if the LEA can demonstrate that:
 - (1) It made reasonable efforts to obtain such consent; and
 - e. The student's parent or the student who is an adult has failed to respond.
4. Other consent requirements.
- a. Parental or student who is an adult consent is not required before:
 - (1) Reviewing existing data as part of an evaluation or a reevaluation; or
 - (2) Administering a test or other evaluation that is administered to all students unless consent is required for all students before administration of that test or evaluation.
 - b. Promontory School of Expeditionary Learning may not use a parent's or student who is an adult refusal to consent to one service or activity under Rules II.C.1., II.C.2., or II.C.3., to deny the parent or student any other service, benefit, or activity of the LEA, except as required by this part.
 - c. To meet the reasonable efforts requirement in Rules II.C.1.a.2., II.C.1.b.1., II.C.2.b., and II.C.3.d.1., Promontory School of Expeditionary Learning must document its attempts to obtain parental or student who is an adult consent using the procedures in Rules III.G.3.
 - d. Unless parent(s) or the student who is an adult revoke consent for special education and related services or refuse consent for initial placement, disagreements regarding the provision of IEP services should be resolved

by the IEP Team and result in a completed IEP which includes all components necessary for the provision of FAPE.

II.D. INITIAL EVALUATION (34 CFR § 300.301; RULES II.D.)

1. Promontory School of Expeditionary Learning must conduct a full and individual initial evaluation to determine whether a student is a “student with a disability” under Part B of the IDEA and the Rules, and to determine the educational needs of the student.
2. The initial evaluation:
 - a. Must be conducted within 45 school days of receiving parental or student who is an adult consent for the evaluation, unless:
 - (1) The initial evaluation is requested by the Division of Child and Family Services (DCFS) and Promontory School of Expeditionary Learning obtains appropriate consent for the evaluation, in which case Promontory School of Expeditionary Learning shall provide an initial special education evaluation to an individual who enters DCFS custody if DCFS suspects the individual may be an eligible student within 30 days after the day on which DCFS makes the request (UCA 53E-7-207).
 - (a) Promontory School of Expeditionary Learning may refuse to conduct an evaluation described in the Rules II.a.(1). if Promontory School of Expeditionary Learning reviews the relevant data regarding the individual and, within ten days after the day on which Promontory School of Expeditionary Learning received the request described in the Rules II.a.(1)., gives the DCFS prior written notice of refusal to evaluate.
 - b. Must consist of procedures to determine:
 - (1) If the student is a student with a disability; and
 - (2) The educational needs of the student.
3. The timeframe shall not apply to Promontory School of Expeditionary Learning if:

- a. The parent of a student repeatedly fails or refuses to produce the student for the evaluation; or
- b. The student who is an adult repeatedly fails or refuses to participate in evaluation activities; or
- c. A student enrolls in Promontory School of Expeditionary Learning after the relevant timeframe has begun, and prior to a determination by the student's previous LEA as to whether the student is a student with a disability.
- d. The exception in Rules II.D.3.c. applies only if Promontory School of Expeditionary Learning is making sufficient progress to ensure a prompt completion of the evaluation, and the parent or student who is an adult and Promontory School of Expeditionary Learning agree to a specific time when the evaluation will be completed.

II.E. SCREENING FOR INSTRUCTIONAL PURPOSES (34 CFR § 300.302; RULES II.E.)

1. The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. Results of screenings should be considered by Promontory School of Expeditionary Learning for child find purposes.

II.F. EVALUATION PROCEDURES (34 CFR § 300.304; RULES II.F.)

1. Promontory School of Expeditionary Learning has established and implemented procedures that meet the evaluation requirements of Part B of the IDEA and the Rules as follows:
 - a. In conducting the evaluation, Promontory School of Expeditionary Learning must:
 - (1) Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student, including information provided by a parent or student who is an adult, that may assist in determining:
 - (a) Whether the student is a student with a disability; and

- (b) The content of the student's IEP, including information related to enabling the student to be involved in and progress in the general education curriculum (or, for a student in preschool, to participate in appropriate activities);
- (2) Not use any single procedure as the sole criterion for determining whether a student is a student with a disability and for determining an appropriate educational program for the student; and
- (3) Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors Promontory School of Expeditionary Learning must consider the publication date and continued validity of assessments in use when new editions are published.
- (4) Promontory School of Expeditionary Learning must ensure that assessments and other evaluation materials used to assess a student:
 - (a) Are selected and administered so as not to be discriminatory on a racial or cultural basis;
 - (b) Are provided and administered in the student's native language or other mode of communication, and in the form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer;
 - (c) Are selected to assess the specific areas of concern identified by the assessment/evaluation group, including the parent(s) or student who is an adult;
 - (d) Are used for the purposes for which the assessments or measures are valid and reliable;
 - (e) Are selected and administered by trained and knowledgeable personnel based upon the specific assessment's requirements; and
 - (f) Are administered and interpreted in accordance with any instructions and administrator requirements provided by the

producer of the assessments and the Standards for Educational and Psychological Testing (AERA, APA, NCME, 2014).

- (i) Promontory School of Expeditionary Learning must ensure and document that all evaluators meet the assessment publishers' administrator/interpreter/user requirements, (e.g., appropriate degree, higher education coursework in tests and measures, and supervised clinical experiences/practica).
 - (ii) Promontory School of Expeditionary Learning shall provide documentation to USBE staff upon request.
- (5) Promontory School of Expeditionary Learning must ensure that:
 - (a) Assessments and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
 - (b) Assessments are selected and administered so as best to ensure that if an assessment is administered to a student with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (unless those skills are the factors that the test purports to measure).
 - (c) The administration of psychological testing and the evaluation or assessment of personal characteristics, such as intelligence (e.g., cognitive, IQ), personality, abilities, interests, aptitudes, and neuropsychological functioning are only administered and interpreted by personnel who have been trained and fully meet the administrator/ interpreter/user qualifications of the test publisher (e.g., appropriate degree, higher education coursework in tests and measures, and supervised clinical experiences/practica).

- (d) The student is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities.
 - (e) Assessments of students with disabilities who transfer from another LEA to Promontory School of Expeditionary Learning in the same school year are coordinated with those students' prior and subsequent schools, as necessary and as expeditiously as possible, to ensure prompt completion of full evaluations.
 - (f) In evaluating each student with a disability, the evaluation is sufficiently comprehensive to identify all the student's special education and related services needs, whether or not commonly linked to the disability category in which the student has been classified.
 - (g) Assessment tools and strategies provide relevant information that directly assists persons in determining the educational needs of the student are provided.
- b. The USDB is available to LEAs for assessments of students with visual impairment and hearing loss, as well as professional learning on appropriate administration of assessments, and procedures to ensure appropriate interpretation of assessments (R277-800-7).

II.G. REEVALUATION PROCEDURES (34 CFR § 300.303; RULES II.G.)

1. Promontory School of Expeditionary Learning must ensure that a reevaluation of each student with a disability is conducted:
 - a. If Promontory School of Expeditionary Learning determines that the educational or related services needs, including improved academic achievement and functional performance, of the student warrant a reevaluation; or
 - b. If the student's parents or student who is an adult or teacher requests a reevaluation.
2. A reevaluation:

- a. May occur not more than once a year, unless the parents or student who is an adult and Promontory School of Expeditionary Learning agree otherwise; and
- b. Must occur at least once every three years, unless the parents or adult student and Promontory School of Expeditionary Learning agree that a reevaluation is unnecessary as there are data available to continue eligibility and determine the educational needs of the student. When the parents or student who is an adult and LEA agree that a reevaluation is unnecessary, the group must document data reviewed and used in an evaluation report and complete an eligibility determination.

II.H. ADDITIONAL REQUIREMENTS FOR INITIAL EVALUATIONS AND REEVALUATION PROCEDURES (34 CFR § 300.305; RULES II.H.)

- 1. As part of any initial evaluation (if appropriate) and as part of any reevaluation, the IEP Team and other qualified professionals, as appropriate, must:
 - a. Review existing evaluation data on the student, including:
 - (1) Evaluations and information provided by the parent(s) of the student or the student who is an adult;
 - (2) Current classroom-based, local, or State assessments, and classroom-based observations; and
 - (3) Observations by teachers and related services providers; and
 - b. On the basis of that review, and input from the student's parent(s) or the adult student, identify what additional data, if any, are needed to determine:
 - (1) Whether the student is a student with a disability and the educational needs of the student; or, in the case of a reevaluation of a student, whether the student continues to have such a disability, and the educational needs of the student;
 - (2) The present levels of academic achievement and related developmental needs of the student;

- (3) Whether the student needs special education and related services; or, in the case of a reevaluation of a student, whether the student continues to need special education and related services; and
 - (4) Whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals set out in the IEP of the student and to participate, as appropriate, in the general education curriculum.
2. The IEP Team and other qualified professionals, as appropriate, may conduct its review of existing data without a meeting.
3. Promontory School of Expeditionary Learning must administer such assessments and other evaluation measures as may be needed to produce the data needed to determine continuing eligibility.
4. If the IEP Team and other qualified professionals, as appropriate, determine that no additional data are needed to determine whether the student continues to be a student with a disability and to determine the student's educational needs, the LEA must notify the student's parent(s) or student who is an adult of:
 - a. That determination and the reasons for the determination; and
 - b. The right of the parent(s) or student who is an adult to request an assessment to determine whether the student continues to be a student with a disability, and to determine the student's educational needs.
5. Promontory School of Expeditionary Learning is not required to conduct the assessment for reevaluation described in Rules II.H.4.b unless requested to do so by the student's parent(s) or the student who is an adult.
6. Evaluations before change in eligibility.
 - a. Promontory School of Expeditionary Learning must evaluate a student with a disability before determining that the student is no longer a student with a disability.
 - b. The evaluation is not required before the termination of a student's eligibility due to graduation from secondary school with a regular diploma, or due to exceeding the age eligibility for FAPE under State law (i.e., age 22).

- c. For a student whose eligibility terminates due to graduation from secondary school with a regular high school diploma or due to exceeding the age eligibility for FAPE under State law, Promontory School of Expeditionary Learning must provide the student with a summary of the student's academic achievement and functional performance, which shall include recommendations on how to assist the student in meeting the student's postsecondary goals.

II.I. DETERMINATION OF ELIGIBILITY (34 CFR § 300.306; RULES II.I.)

1. Upon completion of the administration of assessments and other evaluation measures, a group of qualified professionals and the parents of the student or the student who is an adult determine eligibility under Part B of the IDEA and the Rules, including:
 - a. Whether that student is a student with a disability, and
 - b. The educational needs of the student.
2. Promontory School of Expeditionary Learning shall provide the parents or adult student with a copy of the evaluation report and the documentation of determination of eligibility.
3. A student must not be determined to be a student with a disability:
 - a. If the determinant factor for that determination is:
 - (1) Lack of appropriate instruction in the science of reading, including the essential components of reading instruction (explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency including oral reading skills, and reading comprehension strategies) (20 USC 6368(3));
 - (2) Lack of appropriate instruction in mathematics; or
 - (3) Limited English proficiency; and
 - b. If the student does not otherwise meet the eligibility criteria.
4. Procedures for determining eligibility and educational need.

- a. In interpreting evaluation data for the purpose of determining if a student is a student with a disability and the educational needs of the student, Promontory School of Expeditionary Learning must:
 - (1) Draw upon information from a variety of sources, such as aptitude and achievement tests, parent or student who is an adult input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior; and
 - (2) Ensure that information obtained from all of these sources is documented and carefully considered.
- b. If a determination is made that a student has a disability and needs special education and related services, an IEP must be developed for the student within 30 calendar days.

II.J. CATEGORICAL DEFINITIONS, CRITERIA, AND ASSESSMENTS (34 CFR § 300.8; 34 CFR § 300.304 34 CFR § 300.306; RULES II.J.)

1. Promontory School of Expeditionary Learning has adopted the criteria and evaluation procedures, by category, for determining eligibility for a student with disabilities under Part B of the IDEA and the Rules II.J.1-13. Including: Specific Learning Disabilities (Rules II.J.11.).
 - a. Definition (34 CFR § 300.8(C)(10)); Rules II.J.11.a.
 - (1) *Specific learning disabilities* means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia, that affects a student's educational performance.
 - (2) *Specific learning disabilities* does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of intellectual disability; of emotional behavioral disability; or of environmental, cultural, or economic disadvantage.
 - b. Procedures for Identifying Students with Specific Learning Disabilities (34 CFR § 300.307; Rules II.J.11.b).

- (1) Promontory School of Expeditionary Learning has adopted the following method for determining a student's eligibility under the specific learning disability category. An LEA may use one of the following methods for determining a student's eligibility under the specific learning disability category:
 - (a) A Combination method of:
 - (i) A process based on the student's response to scientific, research-based intervention called the Response to Intervention (RtI) method which shows the student does not make sufficient progress to meet age or State-approved grade-level standards in one or more of the areas identified in Rules II.J.10.b.(3)(a) (the group must refer to the USBE Specific Learning Disability Eligibility Guidelines when using this method), and,
 - (ii) A discrepancy analysis which considers if the student's scores demonstrate a severe discrepancy between the student's intellectual ability and academic achievement in one or more of the areas identified in Rules II.J.10.b.(3)(a) (the group must refer to the USBE Specific Learning Disability Eligibility Guidelines when using this method).
- (2) Additional group members (34 CFR § 300.308; Rules II.J.11.b.(2)).
 - (a) The determination of whether a student suspected of having a specific learning disability is a student with a disability must be made by the student's parent(s) or student who is an adult and a group of qualified professionals, which must include:
 - (b) The student's regular teacher; or
 - (c) If the student does not have a regular teacher, a regular classroom teacher qualified to teach a student of the student's age; or
 - (d) For a student of less than school age; an individual qualified by the USBE to teach a student of the student's age; and

- (e) At least one person qualified to conduct individual diagnostic examinations of students and interpret the results of those assessments (as per the publisher's assessment administration criteria), such as a school psychologist, speech language pathologist, reading teacher or reading specialist, or special education teacher.
- (3) Determining the existence of a specific learning disability (34 CFR § 300.309; Rules II.J.11.b.(3)).
- (a) The group described may determine that a student has a specific learning disability if:
 - (b) The student does not achieve adequately for the student's age or to meet State-approved grade-level standards in one or more of the following areas, when provided with learning experiences and instruction appropriate for the student's age or State-approved grade-level standards:
 - (i) Oral expression;
 - (ii) Listening comprehension;
 - (iii) Written expression;
 - (iv) Basic reading skills;
 - (v) Reading fluency skills;
 - (vi) Reading comprehension;
 - (vii) Mathematics calculation;
 - (viii) Mathematics problem solving.
 - (c) The group determines that its findings are not primarily the result of:
 - (i) A visual, hearing, or motor disability;
 - (ii) Intellectual disability;
 - (iii) Emotional-behavioral disability;
 - (iv) Cultural factors;

- (v) Environmental or economic disadvantage; or
 - (vi) Limited English proficiency.
- (4) The specific learning disability must adversely affect the student's educational performance.
- (5) The student with the specific learning disability must need special education and related services (34 CFR § 300.8(a); Rules II.J.11.b.(5)).
- (6) The group must determine that the specific learning disability is the student's primary disability.
- c. Evaluation (34 CFR § 300.309(b)–(c); Rules II.J.11.c).
 - (1) An evaluation must include a variety of assessment tools and strategies and cannot rely on any single procedure as the sole criterion.
 - (2) To ensure that underachievement in a student suspected of having a specific learning disability is not due to lack of appropriate instruction in reading or math, the group must consider, as part of the evaluation:
 - (a) Data that demonstrate that prior to, or as a part of, the referral process, the student was provided appropriate instruction in regular education settings, delivered by qualified personnel; and
 - (b) Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the student's parent(s) or the student who is an adult.
 - (3) Promontory School of Expeditionary Learning must promptly request parental consent or consent of the adult student to evaluate the student to determine if the student needs special education and related services, and must adhere to the 45-school-day evaluation timeframe, unless extended by mutual written agreement of the student's parent(s) or student who is an adult and a group of qualified professionals:

- (a) If, prior to a referral, a student has not made adequate progress after an appropriate period of time as determined by Promontory School of Expeditionary Learning when provided appropriate instruction, and
 - (b) Whenever a student is referred for an evaluation.
- (4) Observation (34 CFR § 300.310(a)–(c); Rules II.J.11.b.(4)).
 - (a) Promontory School of Expeditionary Learning must ensure that the student is observed in the student’s learning environment (including the regular classroom setting) to document the student’s academic performance and behavior in the areas of concern.
 - (b) The group must decide to:
 - (i) Use information from an observation in routine classroom instruction and monitoring of the student’s performance that was done before the student was referred for an evaluation; or
 - (ii) Have at least one member of the group conduct an observation of the student’s academic performance in the regular classroom after the student has been referred for an evaluation and parental consent or consent of the student who is an adult is obtained.
 - (c) If the student is a home-schooled student, Promontory School of Expeditionary Learning may determine how to conduct the observation and who will conduct it.
 - (d) In the case of a student of less than school age or who is out of school, a group member must observe the student in an environment appropriate for a student of that age.
- (5) Specific documentation for the eligibility determination (34 CFR § 300.311; Rules II.J.11.b.(5)). The group’s documentation of the determination of eligibility with a specific learning disability must contain a statement of:
 - (a) Whether the student has a specific learning disability;

- (b) The basis for making the determination, including an assurance that the determination has been made in accordance with Rules II.I.;
- (c) The relevant behavior, if any, noted during the observation of the student and the relationship of that behavior to the student's academic functioning;
- (d) The educationally relevant medical findings, if any; and
- (e) Whether the student meets the criteria below.
- (f) Combination (Rtl and discrepancy analysis). Does not make sufficient progress to meet State-approved age- or grade-level standards when using a process based on the student's response to scientific evidence-based interventions and considers scores that demonstrate a severe discrepancy between the student's academic achievement and intellectual ability in one or more of the areas of specific learning disability (the group must refer to the USBE Specific Learning Disability Eligibility Guidelines when using this method).
 - (i) Promontory School of Expeditionary Learning has a process that assesses a student's response to scientific, research-based intervention as part of determining if the student has a specific learning disability. This process must include:
 - (ii) High quality research-based instruction delivered by qualified staff in the general education setting; and
 - (iii) Assessment of student performance that specifically includes universal screening and progress-monitoring; and
 - (iv) Multiple tiers of evidence-based interventions to address individual student difficulties; and
 - (v) Documentation of systematic and regular parent, student who is an adult, and/or family involvement and communication as well as notification about:

- (A) The State's policies regarding the amount and nature of student performance data that would be collected and the general education services that would be provided (the group must refer to the USBE Specific Learning Disability Eligibility Guidelines when using this method);
 - (B) Strategies for increasing the student's rate of learning; and
 - (C) The parent(s)' or the student's, who is an adult, right to request an evaluation; and
- (vi) System supports (e.g., leadership, problem-solving, data management systems, coaching and collaboration, professional learning, and measures of fidelity) in place to ensure effective implementation; or
 - (vii) The instructional strategies used and the student-centered data collected.
 - (viii) The group must document that the student's performance on a standardized, norm-referenced, individually administered achievement measure in the area of the suspected disability, and
 - (ix) That the student scored above the intellectual disability range on a standardized, norm-referenced, individually administered measure of intellectual ability, and
 - (A) The comparison of the standard scores on the tests of achievement and intellectual ability using an LEA board-approved and USBE-reviewed discrepancy analysis. The group must document consideration of the discrepancy analysis and the group's determination of whether or not it represents a severe discrepancy.
- (6) The determination of the group concerning the effects of a visual, hearing, or motor disability; intellectual disability; emotional-behavioral disability; cultural factors; environmental or economic disadvantage; or limited English proficiency on the student's achievement level;

- (7) The requirements of Rules II.D.–H. must be met.
- (8) Each group member must certify in writing whether the report reflects the member's conclusion (§ 300.311(b)). If it does not reflect the member's conclusion, the group member must submit a separate statement presenting the member's conclusions.

III.IEP Development and Service Delivery

III.A. INDIVIDUALIZED EDUCATION PROGRAM (IEP) (RULES III.A.)

1. Promontory School of Expeditionary Learning implements the following IEP requirements, including the Least Restrictive Environment (LRE) requirements, consistent with Part B of the IDEA and the Rules, as well as R277-750, R277-800, and R277-801.

III.B. WHEN IEPS MUST BE IN EFFECT (34 CFR § 300.323; RULES III.B.)

1. At the beginning of each school year, Promontory School of Expeditionary Learning must have an IEP in effect for each student with a disability within its jurisdiction.
2. Promontory School of Expeditionary Learning must ensure that:
 - a. A meeting to develop an IEP for a student is conducted within 30 calendar days of a determination that the student needs special education and related services; and
 - b. As soon as possible following development of the IEP, special education and related services are made available to the student in accordance with the student's IEP.
 - c. Promontory School of Expeditionary Learning must ensure that the student's IEP is:
 - (1) Accessible to each regular education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation; and
 - (2) Each teacher and provider is informed of:
 - (a) The teacher's specific responsibilities related to implementing the student's IEP; and
 - (b) The specific accommodations, modifications, and supports that must be provided for the student in accordance with the IEP.
3. Documentation of IEP implementation shall be provided to USBE upon request.

III.C. STUDENTS WHO TRANSFER (34 CFR § 300.323; RULES III.C.)

1. Transfers within Utah.
 - a. In the case of a student with a disability with a current IEP who transfers from one LEA to another within the State within the same school year and enrolls in a new school, Promontory School of Expeditionary Learning, in consultation with the parent(s) or student who is an adult, must provide a FAPE to the student, including services comparable to those described in the previously held IEP, until such time as Promontory School of Expeditionary Learning:
 - (1) Adopts the previously held IEP, or
 - (2) Develops, adopts, and implements a new IEP that is consistent with Federal regulations and the Rules.
 - b. The requirements of 34 CFR § 300.323 also apply for students transferring from an LEA placement to a local juvenile or adult correctional facility or temporary State placement for observation and assessment.
2. Transfers from out of State.
 - a. In the case of a student with a disability with a current IEP who transfers LEAs within the same school year, who enrolls in a new school, and who has an IEP that was in effect in another State, Promontory School of Expeditionary Learning, in consultation with the parent(s) or student who is an adult, must provide the student with a FAPE, including services comparable to those described in the previously held IEP, until Promontory School of Expeditionary Learning:
 - (1) Conducts an evaluation, if determined to be necessary by Promontory School of Expeditionary Learning; and
 - (2) Develops a new IEP, if appropriate, that is consistent with Federal and State law.
 - b. The evaluation for eligibility that may be conducted by Promontory School of Expeditionary Learning is considered an initial evaluation, not a reevaluation (71 Federal Register 4668- 82).
3. To facilitate the transition for a student described above:

- a. Promontory School of Expeditionary Learning must take reasonable steps to promptly obtain the student's records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the student, from the previous LEA in which the student was enrolled; and
 - b. The previous LEA in which the student was enrolled must take reasonable steps to promptly respond to the request from Promontory School of Expeditionary Learning.
 - c. The LEA transferring the records must keep a copy of the records for at least three years after the transfer as outlined in Rule VIII.S.
4. Experiencing difficulty in obtaining the IEP from the previous LEA does not relieve the LEA where the student is currently enrolled of its obligation to have a current IEP in place for a student who is eligible.

III.D. LEA RESPONSIBILITY FOR IEP MEETINGS (34 CFR § 300.323(C)(1); RULES III.D.)

1. Promontory School of Expeditionary Learning is responsible for initiating and conducting meetings for the purpose of developing, reviewing, and revising the IEP of a student with a disability age 3 through 21, consistent with the Rules.
2. A meeting to develop an IEP for a student who is eligible must be conducted within 30 calendar days of a determination that a student needs special education and related services.

III.E. IEP TEAM MEMBERSHIP (34 CFR § 300.321; RULES III.E.)

1. Promontory School of Expeditionary Learning must ensure that the IEP Team for each student with a disability includes:
 - a. The parents of the student or the student who is an adult;
 - b. Not less than one regular education teacher of the student (if the student is, or may be, participating in the regular education environment);
 - c. Not less than one special education teacher of the student, or where appropriate, not less than one special education provider of the student;
 - d. A representative of Promontory School of Expeditionary Learning who:

- (1) Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of students with disabilities;
 - (2) Is knowledgeable about the general education curriculum; and
 - (3) Is knowledgeable about the availability of resources of the LEA.
 - (4) Promontory School of Expeditionary Learning may designate a Promontory School of Expeditionary Learning member of the IEP Team to also serve as the LEA representative, if the above criteria are satisfied.
- e. A representative of USDB and the LEA of residence when the student's placement is at USDB, when the IEP Team is considering placement at USDB, or when the student receives 180 minutes or more of special education and/or related services from USDB.
 - f. An individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in this section of the Rules;
 - g. At the discretion of the parent or student who is an adult or the LEA, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate; and
 - h. Whenever appropriate, the student with a disability.
 - i. The determination of knowledge or special expertise of any individual described in the Rules III.E.6 above must be made by the party (parents or student who is an adult or LEA) who invited the individual to be a member of the IEP Team.
 - j. If a purpose of the IEP Team meeting is consideration of the postsecondary goals for the student and the postsecondary transition services needed to assist the student in reaching those goals, the LEA must invite the student with a disability to attend the student's IEP meeting. If the student does not attend the IEP meeting, Promontory School of Expeditionary Learning must take other steps to ensure that the student's preferences and interests are considered.

- k. To the extent appropriate, with the written consent of the parents or student who is an adult, Promontory School of Expeditionary Learning must invite a representative of any participating agency that is likely to be responsible for providing or paying for postsecondary transition services.
- l. Signatures on an IEP denote participation of IEP Team members in the development of the IEP.

III.F. IEP TEAM ATTENDANCE (34 CFR § 300.321; RULES III.F.)

- 1. A required member of the IEP Team is not required to attend a particular IEP Team meeting, in whole or in part, if the parents of a student with a disability or student who is an adult and the LEA agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.
- 2. A required member of the IEP Team may be excused from attending an IEP meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if:
 - a. The parents or student who is an adult, in writing, and the LEA consent to the excusal; and
 - b. The member submits, in writing, to the parents or student who is an adult and the IEP Team, input into the development of the IEP prior to the meeting.

III.G. PARENT PARTICIPATION (34 CFR § 300.322; RULES III.G.)

- 1. Promontory School of Expeditionary Learning must take steps to ensure that one or both of the parents of a student with a disability or the student who is an adult are present at each IEP meeting or are afforded the opportunity to participate, including:
 - a. Notifying parents or student who is an adult of the meeting early enough to ensure that they will have an opportunity to attend; and
 - b. Scheduling the meeting at a mutually agreed-on time and place.
- 2. If the parents or student who is an adult cannot attend, Promontory School of Expeditionary Learning must use other methods to ensure participation of the parents or the student who is an adult, including individual or conference

telephone calls. The parents of a student with a disability or the student who is an adult and Promontory School of Expeditionary Learning may agree to use alternative means of meeting participation, such as video conferences and conference calls (34 CFR § 300.328).

3. A meeting may be conducted without a parent or the student who is an adult in attendance if Promontory School of Expeditionary Learning is unable to convince the parent(s) or the student who is an adult that they should attend. In this case, Promontory School of Expeditionary Learning must keep a record of its attempts to arrange a mutually agreed-on time and place, such as:
 - a. Detailed records of telephone calls made or attempted and the results of those calls;
 - b. Copies of correspondence sent to the parents or student who is an adult and any responses received; and
 - c. Detailed records of visits made to the parents' or student who is an adult home or place of employment and the results of those visits.
4. Promontory School of Expeditionary Learning must take whatever action is necessary to ensure that the parent(s) or student who is an adult understands the proceedings of the IEP Team meeting, including arranging for an interpreter for parent(s) or student who is an adult with deafness or whose native language is other than English.
 - a. Under UCA 35A-13-604, an individual is required to be certified as an interpreter if that individual provides interpreter services for deaf and hard of hearing individuals.
 - b. An individual providing interpreting services other than those for deaf and hard of hearing individuals shall be trained.
5. The parent(s) of a student with a disability or student who is an adult are participants along with school personnel in developing, reviewing, and revising the IEP for their student. This is an active role in which the parent(s) or student who is an adult:
 - a. Provide critical information regarding the strengths of the student and express their concerns for enhancing the education of the student;

- b. Participate in the discussion of the student's need for special education and related services, and supplementary aids and services; and
 - c. Join with other participants in deciding how the student will be involved and progress in the general curriculum, how the student will participate in State- and LEA-wide assessments, and what services Promontory School of Expeditionary Learning will provide to the student and in what setting.
6. Promontory School of Expeditionary Learning must give the parent(s) or adult student a copy of the student's IEP at no cost to the parent(s) or student who is an adult.

III.H. NOTICE OF MEETING (34 CFR § 300.322; RULES III.H.)

- 1. The notice of meeting required to be provided to the parent(s) or student who is an adult must:
 - a. Indicate the purpose, time, and location of the meeting and who will be in attendance; and
 - b. Inform the parent(s) or student who is an adult of the provision for participation of other individuals who have knowledge or special expertise about the student on the IEP Team.
 - c. Inform the parent(s) that at their request the Part C service coordinator or other representatives of the Part C system may be invited to participate at the initial IEP Team meeting for a student previously served under Part C of the IDEA.
- 2. For a student with a disability, ages 14 and older, or younger if determined appropriate by the IEP Team, the IEP notice of meeting also must:
 - a. Indicate that a purpose of the meeting will be the consideration of the postsecondary goals and postsecondary transition services for the student; and
 - b. Indicate that Promontory School of Expeditionary Learning will invite the student; and
 - c. Identify any other agency that will be invited, with parental or student who is an adult consent, to send a representative.

3. When conducting IEP Team meetings and placement meetings and carrying out administrative matters, the parent(s) of a student with a disability or student who is an adult and Promontory School of Expeditionary Learning may agree to use alternative means of meeting participation such as video conferences and conference calls (34 CFR § 300.328).

III.I. DEVELOPMENT, REVIEW, AND REVISION OF THE IEP (34 CFR § 300.324; RULES III.I.)

1. Development, review, and revision of the IEP.
 - a. In developing each student's IEP, the IEP Team must consider:
 - (1) The strengths of the student;
 - (2) The concerns of the parent(s) or adult student for enhancing the education of the student;
 - (3) The results of the initial or most recent evaluation of the student, and
 - (4) The academic, developmental, and functional needs of the student.
 - b. The IEP Team, in conducting a meeting to develop, review and, if appropriate, revise a student's IEP, must consider the following special factors:
 - (1) In the case of a student with limited English proficiency (LEP), consider the language needs of the student as those needs relate to the student's IEP;
 - (2) In the case of a student who is blind or visually impaired, provide for instruction in braille and the use of braille unless the IEP Team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the student's future needs for instruction in braille or the use of braille), that instruction in braille or the use of braille is not appropriate for the student;
 - (a) Prior to determining whether a student who is blind should use braille as the primary reading mode, the student's IEP Team must be provided (through pertinent literature or discussions with competent braille users and educators, or both) with detailed information about the use and efficiency of braille as a reading

medium, in order to make an informed choice as to the student's primary reading.

- (3) Consider the communication needs of the student and, in the case of a student who is deaf or hard of hearing, consider the student's language and communication needs, opportunities for direct communication with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode;
- (4) Consider whether the student needs assistive technology devices and services in school and on a case-by-case basis, in a student's home or other setting; and
- (5) In the case of a student whose behavior impedes the student's learning or that of others, consider the use of positive behavior interventions and supports, and other strategies (e.g., conduct a functional behavior assessment, develop a behavior intervention plan), to address that behavior.
 - (a) When making decisions on behavior interventions, the IEP Team must refer to the USBE Technical Assistance (TA) manual that outlines the Least Restrictive Behavior Interventions (LRBI) for information on research-based intervention procedures.
 - (i) Emergency safety interventions may only be included in an IEP as a planned intervention when the IEP Team agrees that less restrictive means which meet circumstances in R277-608 have been attempted, an FBA has been conducted, and a BIP based on data analysis has been developed and implemented (R277-609).
 - (b) The purpose of the LRBI related to the use of positive behavior supports and behavior interventions in schools is to:
 - (i) Protect the safety and well-being of all students;
 - (ii) Provide protection for students, teachers, other school personnel, and LEAs; and

- (iii) Ensure that parent(s) or students who is an adult are involved in the consideration and selection of behavior interventions to be used.
 - (c) When an emergency situation occurs that requires the immediate use of an emergency safety intervention to protect the student or others from harm, the staff shall comply with requirements in R277-609 with regards to time limitations and parental or student who is an adult notification.
 - (d) As appropriate, the student should receive an FBA and behavior intervention services and modifications that are designed to address the behavior (34 CFR § 300.530(d)(1)(ii)).
 - c. If, in considering the special factors described above, the IEP Team determines that a student needs a particular device or services for educational purposes (including an intervention, accommodation, or other program modification) in order for the student to receive a FAPE, the IEP Team must include a statement to that effect in the student's IEP.
 - d. A regular education teacher of a student with a disability, as a member of the IEP Team, must, to the extent appropriate, participate in the development of the IEP of the student, including the determination of:
 - (1) Appropriate positive behavior interventions and supports and other strategies for the student; and
 - (2) Supplementary aids and services, program modifications, and support for school personnel consistent with the IEP.
2. Changes to the IEP.
- a. In making changes to a student's IEP after the annual IEP Team meeting for a school year, the parent(s) of a student with a disability or student who is an adult and Promontory School of Expeditionary Learning may agree not to convene an IEP meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the student's current IEP.

- (1) The LEA shall convene a meeting with the IEP Team regarding material or substantial changes to the IEP (e.g., the amount of service time, change in placement, termination of services).
- b. Upon request, the parent(s) or student who is an adult must be provided with a revised copy of the IEP with the amendments incorporated.
- c. If changes are made to the student's IEP through the amendment process, Promontory School of Expeditionary Learning must ensure that the student's IEP Team is informed of those changes.
3. To the extent possible, Promontory School of Expeditionary Learning must encourage the consolidation of reevaluation meetings and other IEP Team meetings for the student (34 CFR § 300.324(a)(5)).
4. Review and revision of the IEP.
 - a. Promontory School of Expeditionary Learning must ensure that the IEP Team:
 - (1) Reviews the student's IEP periodically, but not less than annually, to determine whether the annual goals for the student are being achieved; and
 - (2) Revises the IEP, as appropriate, to address:
 - (a) Any lack of expected progress toward the annual goals in the IEP and in the general education curriculum, if appropriate;
 - (b) The results of any reevaluation;
 - (c) Information about the student provided to, or by, the parent(s) or adult student;
 - (d) The student's anticipated needs; or
 - (e) Other matters.
 - (3) In conducting a review of the student's IEP, the IEP Team must consider the special factors in the Rules III.I.1.b.
 - (4) A regular education teacher of the student, as a member of the IEP Team, must participate in the review and revision of the IEP of the

student, if the student is or may be participating in the general education classroom.

- (5) If a participating agency, other than Promontory School of Expeditionary Learning, fails to provide the postsecondary transition services described in the IEP, Promontory School of Expeditionary Learning must reconvene the IEP Team to identify alternative strategies to meet the postsecondary transition objectives for the student set out in the IEP.
- (6) Nothing in this part relieves any participating agency, including a State vocational rehabilitation agency, of the responsibility to provide or pay for any postsecondary transition service that the agency would otherwise provide to students with disabilities who meet the eligibility criteria of that agency.

III.J. DEFINITION OF THE INDIVIDUALIZED EDUCATION PROGRAM (IEP) (34 CFR § 300.320; RULES III.J.)

1. The term *individualized education program* (IEP) means a written statement for each student with a disability that is developed, reviewed, and revised in a meeting. The IEP is designed to meet the student's unique needs based on their disability, and prepare them for further education, employment, and independent living.
2. The IEP must include:
 - a. A statement of the student's present levels of academic achievement and functional performance (PLAAFP), including:
 - (1) How the student's disability affects the student's involvement and progress in the general education curriculum (i.e., the same grade-level curriculum as for students who are non-disabled); or
 - (2) For students in preschool, as appropriate, how the disability affects the student's participation in appropriate activities; and
 - (3) For students who are blind, the results obtained from a braille-related or braille skills assessment;

- b. A statement of measurable annual goals, that describes what the student is reasonably expected to accomplish in a year and the conditions in which the goals will be performed, including academic and functional goals designed to:
 - (1) Meet the student's needs that result from the student's disability to enable the student to be involved in and make progress in the grade-level general education curriculum; and
 - (2) Meet each of the student's other educational needs that result from the student's disability;
- c. For a student with a disability, ages 14 and older, an annual IEP goal related to the student's postsecondary transition service needs.
- d. For eligible students with significant cognitive disabilities who will participate in grade-level alternate achievement standards (i.e., Essential Elements):
 - (1) Notification to the parent(s) or adult student that the student's academic achievement will be measured through an assessment of the grade-level Utah alternate achievement standards and how participation in such alternate achievement assessments may delay or otherwise affect the student from completing the requirements for a regular high school diploma; and
 - (2) A description of benchmarks or short-term objectives for each annual goal;
- e. A description of:
 - (1) How the student's progress toward meeting the annual IEP goals will be measured; and
 - (2) When periodic reports to the parent(s) or adult student on the progress the student is making toward meeting the annual IEP goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided;
- f. A statement of the special education and related services and supplementary aids and services (including assistive technology), based on peer-reviewed research to the extent practicable, to be provided to the

student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student:

- (1) To advance appropriately toward attaining the annual goals;
 - (2) To be involved in and make progress in the grade-level general education curriculum, and to participate in extracurricular and other nonacademic activities; and
 - (3) To be educated and participate with other similar-aged students with disabilities and non-disabled students in the activities described in this section;
- g. An explanation of the extent, if any, to which the student will not participate with similar-aged non-disabled students in the regular education environment and in the activities described in this section;
- h. A statement of:
- (1) Any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the student on all grade-level State- and LEA-wide assessments; and
 - (2) If the IEP Team determines that the student must take an alternate assessment instead of a particular regular State- or LEA-wide assessment of student achievement, a statement of why:
 - (a) The student cannot participate in the regular assessment; and
 - (b) The particular alternate assessment selected is appropriate for the student; and
 - (c) All students, including students with disabilities, participate in statewide assessments. Promontory School of Expeditionary Learning reports the results of statewide assessments on the website. If more than one percent of students with significant cognitive disabilities participate in an alternate assessment, Promontory School of Expeditionary Learning will submit justification to the USBE on the need to exceed the cap.

- i. The projected date for the beginning of the services and modifications, and the anticipated frequency, location, and duration of those services and modifications.
- j. A statement of school to post-school transition services.
 - (1) For a student with a disability, ages 14 and older, or younger if determined appropriate by the IEP Team, and updated annually thereafter, the IEP must include:
 - (2) Appropriate measurable postsecondary goals based upon age-appropriate postsecondary transition assessments related to training or education, employment, and, where appropriate, independent living skills; and
 - (3) The postsecondary transition services (including courses of study) needed to assist the student in reaching those goals.
- k. Transfer of rights at age of majority.
 - (1) Beginning not later than one year before the student reaches the age of majority (age 18 in Utah), the IEP must include a statement that the student has been informed of the student's rights under Part B of the IDEA that will transfer to the student on reaching the age of majority. The transfer of rights also occurs upon notification to the LEA that a student has married or become emancipated before age 18.
- l. Nothing in this section shall be construed to require that additional information be included in a student's IEP beyond what is explicitly required in Section 614 of Part B of the IDEA, or require the IEP Team to include information under one component of a student's IEP that is already contained under another component of the student's IEP.
- m. IEP Teams should discuss and address, if appropriate, student participation in not only the grade-level Utah Core Standards, but other general education activities and courses (e.g., health and maturation, suicide prevention), as well as the Statewide Online Education Program (SOEP) or other online, distance, blended, or competency-based courses, as well as courses taken through Career and Technical Education (CTE) programs and concurrent enrollment. Students with disabilities may require special education and related services and accommodations for

equitable participation, in conjunction with Part B of the IDEA, the Rules, R277-418, R277-713, and R277-726.

III.K. PHYSICAL EDUCATION 34 CFR § 300.108 (RULES III.L.)

1. Physical education services, specially designed if necessary, must be made available to every student with a disability receiving a FAPE, unless Promontory School of Expeditionary Learning enrolls students without disabilities and does not provide physical education to students without disabilities in the same grades.
2. Each student with a disability must be afforded the opportunity to participate in the regular physical education program available to students who are nondisabled unless:
 - a. The student is enrolled full time in a separate facility; or
 - b. The student needs specially designed physical education, as prescribed in the student's IEP.
3. If specially designed physical education (e.g., adapted physical education) is prescribed in a student's IEP, the LEA responsible for the education of that student must provide the services directly or make arrangements for those services to be provided through other public or private programs.
4. Promontory School of Expeditionary Learning responsible for the education of a student with a disability who is enrolled in a separate facility must ensure that the student receives appropriate physical education services.PE.

III.L. ASSISTIVE TECHNOLOGY (34 CFR § 300.105; R277-495; RULES III.M.)

1. Promontory School of Expeditionary Learning must ensure that assistive technology devices or assistive technology services, or both, are made available to a student with a disability if required as a part of the student's:
 - a. Special education,
 - b. Related services, or
 - c. Supplementary aids and services.
2. On a case-by-case basis, the use of school-purchased assistive technology devices in a student's home or in other settings is required if the student's IEP

Team determines that the student needs access to those devices in order to receive a FAPE.es.

III.M. EXTENDED SCHOOL YEAR (ESY) SERVICES (34 CFR § 300.106; R277-751; RULES III.N.)

1. Extended school year services mean special education and related services that:
 - a. Are provided to an eligible student with a disability:
 - (1) Beyond the normal school year of Promontory School of Expeditionary Learning;
 - (2) In accordance with the student's IEP; and
 - (3) At no cost to the parent(s) of the student or student who is an adult; and
 - b. Meet the standards of the USBE in R277-751.
2. Promontory School of Expeditionary Learning shall ensure that:
 - a. Extended school year services are available as necessary to provide FAPE, consistent with the Rules and considered for each individual student with a disability during an IEP, based upon a review of multiple data sources and factors.
 - b. ESY student programs are provided in the least restrictive environment.
 - c. ESY teachers and paraeducators meet USBE's and IDEA requirements.
3. Extended school year services must be provided only if a student's IEP Team determines, on an individual basis, that the services are necessary for the provision of a FAPE to the student. The annual IEP shall reflect the IEP Team's decision regarding the need for ESY services.
 - a. Parent(s) or the student who is an adult shall be provided with prior written notice of proposal or refusal to provide ESY services.
 - b. If determined as eligible for ESY services, the IEP Team shall determine the appropriate ESY program, based on the student's individual needs.
 - c. ESY eligibility decisions and prior written notice of ESY programs shall be provided to parent(s) or student who is an adult in sufficient time to

permit accessing dispute resolution options of the procedural safeguards, in the event of a dispute.

4. In implementing the requirements of this section, Promontory School of Expeditionary Learning may not:
 - a. Limit extended school year services to particular categories of disability, age, or grade level;
 - b. Unilaterally limit the type, amount, or duration of those services; or
 - c. Limit data consideration by IEP Teams to only an analysis of regression and recoupment.

III.N. LEAST RESTRICTIVE ENVIRONMENT (LRE) (34 CFR § 300.114; RULES III.O.)

1. Promontory School of Expeditionary Learning must ensure that:
 - a. To the maximum extent appropriate, students with disabilities, including students in public or private institutions or other care facilities (e.g., nursing homes), are educated with similar-aged students who are nondisabled; and
 - b. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. In the case of a student who is deaf or hard of hearing, consideration of a special class or school may be the least restrictive environment in that it provides opportunities for direct communication and instruction in the student's language and communication mode with professional personnel and peers.
 - c. LRE provisions apply to transition programs (i.e., postsecondary) and placement.
2. A state funding mechanism must not result in placements that violate the LRE requirements of the Rules III.P.–S.

III.O. INCLUSIONARY PRACTICES TO PROVIDE A FULL EDUCATIONAL OPPORTUNITY (34 CFR § 300.109; RULES III.P.)

1. Promontory School of Expeditionary Learning must develop inclusionary practices that include the components in the definition using evidence-based practices. LEA's may benefit from USBE Technical Assistance, and other resources.

III.P. CONTINUUM OF ALTERNATIVE PLACEMENTS (34 CFR § 300.115; RULES III.Q.)

1. Promontory School of Expeditionary Learning must ensure that a continuum of alternative placements is available to meet the needs of students with disabilities for special education and related services.
2. The continuum required must:
 - a. Include the following alternative placements for instruction:
 - (1) Regular classes,
 - (2) Special classes,
 - (3) Special schools,
 - (4) Home instruction, and
 - (5) Instruction in hospitals and institutions; and
 - b. Make provision for supplementary services (such as resource room or itinerant instruction) to be provided in conjunction with regular class placement.

III.Q. PLACEMENTS (34 CFR § 300.116; RULES III.R.)

1. In determining the educational placement of a student with a disability, including postsecondary transition-aged student with a disability, Promontory School of Expeditionary Learning must ensure that:
 - a. The placement decision:
 - (1) Is made by a group of persons, including the parent(s) or student who is an adult and other persons knowledgeable about the student, the meaning of the evaluation data, and the placement options; and

- (2) Is made in conformity with the LRE provisions above.
- b. The student's placement:
 - (1) Is determined at least annually;
 - (2) Is based on the student 's IEP; and
 - (3) Is as close as possible to the student 's home;
- c. Unless the IEP of a student with a disability requires some other arrangement, the student is educated in the school that the student would attend if nondisabled;
- d. In selecting the LRE, consideration is given to any potential harmful effect on the student or on the quality of services that the student needs; and
- e. A student with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.

III.R. PARENTAL INVOLVEMENT IN PLACEMENT DECISIONS (34 CFR §§ 300.327, 300.501; RULES III.S.)

1. Promontory School of Expeditionary Learning shall ensure that the parent(s) of each student with a disability or adult student are members of any group that makes decisions on the educational placement of the parent's student or the student who is an adult (Rules IV.B).
2. In implementing this requirement, Promontory School of Expeditionary Learning shall use procedures for parent or student who is an adult involvement in placement decisions consistent with those used for parent participation in IEP meetings.
3. If neither parent or the student who is an adult can participate in a meeting in which a decision is to be made relating to the educational placement of the student, Promontory School of Expeditionary Learning shall use other methods to ensure their participation, including individual or conference telephone calls or video conferencing.
4. A group may make a placement decision without the involvement of the parent(s) or student who is an adult if Promontory School of Expeditionary Learning is unable to obtain either parent's or student who is an adult

participation in the decision. In this case, the LEA must have a record of its attempts to ensure their involvement.

III.S. NONACADEMIC SETTINGS AND EXTRACURRICULAR ACTIVITIES (34 CFR § 300.117; UCA 53G-6-709; RULES III.T.)

1. In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, and the services and activities in Rules III.V, Promontory School of Expeditionary Learning must ensure that each student with a disability participates with students who are nondisabled in the extracurricular services and activities to the maximum extent appropriate to the needs of that student.
2. Promontory School of Expeditionary Learning must ensure that each student with a disability has the supplementary aids and services determined by the student's IEP Team to be appropriate and necessary for the student to participate in nonacademic settings.
3. A student with a disability (under the age of 22 who has not graduated from high school with a regular high school diploma, whose IEP Team recommends participation) may not be denied the opportunity of participating in public school programs or extracurricular activities solely because of the student's age, unless the participation threatens the health or safety of the student. Promontory School of Expeditionary Learning, in cooperation with the Utah Department of Health, shall establish criteria used to determine the health and safety factor (UCA 53G-6- 709).

III.T. NONACADEMIC SERVICES (34 CFR § 300.107; RULES III.U.)

1. Promontory School of Expeditionary Learning must take steps, including the provision of supplementary aids and services determined appropriate and necessary by the student's IEP Team, to provide nonacademic and extracurricular services and activities in the manner necessary to afford students with disabilities an equal opportunity for participation in those services and activities.
2. Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by Promontory School of

Expeditionary Learning, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by Promontory School of Expeditionary Learning and assistance in making outside employment available.

IV. Procedural Safeguards Due Process Procedures for Parent(s) and Students (IDEA Subpart E)

1. Consistent with the requirements of Part B of the IDEA and the Rules Promontory School of Expeditionary Learning shall establish, maintain, and implement procedural safeguards for students with disabilities and their parent(s) or students who is an adult. (34 CFR § 300.500).

IV.A. PARENTAL OPPORTUNITY TO EXAMINE RECORDS AND PARTICIPATE IN MEETINGS (34 CFR § 300.501; RULES IV.A.)

1. Opportunity to examine records.
 - a. The parent(s) of a student with a disability or student who is an adult must be afforded, in accordance with the Rules, an opportunity to inspect and review all education records with respect to the identification, evaluation, and educational placement of the student and the provision of a FAPE to the student.
2. Parent participation in meetings.
 - a. The parent(s) of a student with a disability or student who is an adult must be afforded an opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the student and the provision of a FAPE to the student.
 - b. Promontory School of Expeditionary Learning must provide notice, consistent with the Rules, to ensure that parents of students with disabilities or adult students have the opportunity to participate in meetings.
 - c. A meeting does not include informal or unscheduled conversations involving Promontory School of Expeditionary Learning personnel and conversations on issues such as teaching methodology, lesson plans, or coordination of service provision. A meeting also does not include preparatory activities that Promontory School of Expeditionary Learning personnel engage in to develop a proposal or a response to a parent or student who is an adult proposal that will be discussed at a later meeting.
3. Parent involvement in placement decisions.

- a. Promontory School of Expeditionary Learning must ensure that a parent of each student with a disability or student who is an adult is a member of any group that makes decisions on the educational placement of the parent's student (34 CFR § 300.327), including notifying the parent(s) or student who is an adult of the meeting early enough to ensure that they will have an opportunity to attend and scheduling the meeting at a mutually agreed-on time and place (34 CFR § 300.322(a)).
- b. The notice of meeting must indicate the purpose(s), time, and location of the meeting, who will be in attendance, and inform the parents or student who is an adult of their right to bring other individuals who have knowledge or special expertise about the student (34 CFR § 300.322(b)).
- c. If neither parent or the student who is an adult can participate in a meeting in which a decision is to be made relating to the educational placement of the student, Promontory School of Expeditionary Learning must use other methods to ensure their participation, including individual or conference telephone calls or video conferencing.
- d. A placement decision may be made by a group without the involvement of a parent or student who is an adult if Promontory School of Expeditionary Learning is unable to obtain the parents or student who is an adult participation in the decision. In this case, Promontory School of Expeditionary Learning must have a record of its attempt to ensure their involvement.

IV.B. INDEPENDENT EDUCATIONAL EVALUATION (34 CFR § 300.502; RULES IV.B.)

1. Definitions.

- a. *Independent educational evaluation* (IEE) means an evaluation conducted by a qualified examiner who is not employed by Promontory School of Expeditionary Learning responsible for the education of the student in question.
- b. *Public expense* means that Promontory School of Expeditionary Learning either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent or student who is an adult.

2. Promontory School of Expeditionary Learning has established and implemented policies and procedures related to independent educational evaluation that meet the requirements of Part B of the IDEA and the Rules.
3. The following requirements must be addressed:
 - a. The parents of a student with a disability or student who is an adult have the right to obtain an IEE of the student at public expense if they disagree with an evaluation obtained by Promontory School of Expeditionary Learning.
 - b. Promontory School of Expeditionary Learning must provide to the parents or student who is an adult, upon request for an IEE, information about where an IEE may be obtained and the Promontory School of Expeditionary Learning criteria applicable for IEEs.
 - c. If a parent or student who is an adult requests an IEE at public expense, Promontory School of Expeditionary Learning must, without unnecessary delay, either:
 - (1) File a request for a due process complaint and hearing to show that its evaluation is appropriate; or
 - (2) Ensure that an IEE is provided at public expense, unless Promontory School of Expeditionary Learning demonstrates in a due process hearing that the evaluation obtained by the parent or student who is an adult did not meet Promontory School of Expeditionary Learning criteria.
 - d. If Promontory School of Expeditionary Learning files a due process complaint and request for hearing, and the final decision is that Promontory School of Expeditionary Learning's evaluation is appropriate, the parent or student who is an adult still has the right to an IEE, but not at public expense.
 - e. If a parent or student who is an adult requests an IEE, Promontory School of Expeditionary Learning may ask for the parents' or student who is an adult's reason why the student who is an adult objects to the public evaluation. However, the explanation by the parent or student who is an adult may not be required and Promontory School of Expeditionary Learning may not unreasonably delay either providing the IEE at public

expense or requesting a due process hearing to defend the public evaluation.

- f. A parent or student who is an adult is entitled to only one IEE at public expense each time Promontory School of Expeditionary Learning conducts an evaluation with which the parent or adult student who is an adult disagrees.
 - g. If the parent or adult student who is an adult either obtains an IEE at public expense or shares an evaluation obtained at private expense with Promontory School of Expeditionary Learning, the results of the evaluation:
 - (1) Must be considered by Promontory School of Expeditionary Learning, in any decision made with respect to the provision of a FAPE to the student provided that the IEE meets Promontory School of Expeditionary Learning criteria; and
 - (2) May be presented by any party as evidence at a hearing on a due process complaint regarding that student.
 - h. If a hearing officer requests an IEE as part of a due process hearing, the cost of the evaluation must be at public expense.
 - i. If an IEE is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that Promontory School of Expeditionary Learning uses when it initiates an evaluation, to the extent those criteria are consistent with the parent's or student who is an adult right to an IEE.
 - j. Except for the criteria described above, Promontory School of Expeditionary Learning may not impose additional conditions or timelines related to obtaining an IEE at public expense.
4. An IEE conducted at Promontory School of Expeditionary Learning's expense becomes the property of Promontory School of Expeditionary Learning, in its entirety.

IV.C. PRIOR WRITTEN NOTICE (34 CFR § 300.503; RULES IV.C.)

1. Prior written notice must be given to the parents of a student with a disability or student who is an adult a reasonable time before Promontory School of Expeditionary Learning:
 - a. Proposes to initiate or change the identification, evaluation, or educational placement of the student or the provision of a FAPE to the student; or
 - b. Refuses to initiate or change the identification, evaluation, or educational placement of the student or the provision of a FAPE to the student.
2. The notice required must include:
 - a. A description of the action proposed or refused by Promontory School of Expeditionary Learning;
 - b. An explanation of why Promontory School of Expeditionary Learning proposes or refuses to take the action;
 - c. A description of each evaluation procedure, assessment, record, or report Promontory School of Expeditionary Learning used as a basis for the proposed or refused action;
 - d. A statement that the parent(s) of a student with a disability or student who is an adult have protection under the procedural safeguards of Part B of the IDEA and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained;
 - e. Sources for the parent(s) or student who is an adult to contact to obtain assistance in understanding the provisions of Part B of the IDEA;
 - f. A description of other options that the IEP Team considered and the reasons why those options were rejected; and
 - g. A description of other factors that are relevant to Promontory School of Expeditionary Learning's proposal or refusal.
3. The notice must be:
 - a. Written in language understandable to the general public; and

- b. Provided in the native language of the parent or student who is an adult or other mode of communication used by the parent or student who is an adult, unless it is clearly not feasible to do so.
 - (1) If the native language or other mode of communication of the parent or student who is an adult is not a written language, Promontory School of Expeditionary Learning must take steps to ensure that:
 - (a) The notice is translated orally or by other means to the parent or student who is an adult in the parent's or student who is an adult native language or other mode of communication;
 - (b) The parent or student who is an adult understands the content of the notice; and
 - (c) There is written evidence that the requirements above have been met.

IV.D. PROCEDURAL SAFEGUARDS NOTICE (34 CFR § 300.504; RULES IV.D.)

- 1. A copy of the procedural safeguards available to the parent(s) of a student with a disability or student who is an adult must be given to the parent(s) or student who is an adult only one time a year, except that a copy also must be given to the parent(s) or student who is an adult:
 - a. Upon initial referral or parent or student who is an adult request for evaluation;
 - b. Upon receipt of the first State complaint or a due process complaint in that school year;
 - c. In accordance with the discipline procedures in 34 CFR § 300.530(h) and Rules V.F.; and
 - d. Upon request by a parent or student who is an adult.
- 2. Promontory School of Expeditionary Learning may place a current copy of the procedural safeguards notice on its website if a website exists.
- 3. The procedural safeguards notice must include a full explanation of all the procedural safeguards relating to:
 - a. Independent educational evaluations;

- b. Prior written notice;
 - c. Parental or student who is an adult consent;
 - d. Access to educational records;
 - e. The opportunity to present and resolve complaints through the, including:
 - (1) The time period in which to file a due process complaint or State complaint;
 - (2) The opportunity for the agency to resolve the due process hearing complaint or State complaint; and
 - (3) The difference between the due process complaint and the State complaint procedures, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures;
 - f. The availability of mediation;
 - g. The student's placement during pendency of hearings on due process complaints;
 - h. Procedures for students who are subject to placement in an interim alternative educational setting (IAES);
 - i. Requirements for unilateral placement by parent(s) of students or by a student who is an adult in private schools at public expense;
 - j. Hearings on due process complaints, including requirements for disclosure of evaluation results and recommendations;
 - k. State-level appeals;
 - l. Civil actions, including the time period in which to file those actions; and
 - m. Attorneys' fees.
- 4. The notice required must be in language understandable to the parent(s) or student who is an adult as set forth in 34 CFR § 300.503(c) and Rules IV.C.3.
 - 5. A parent of a student with a disability or student who is an adult may elect to receive prior written notice, procedural safeguards notice, and prior written notice following a due process complaint pursuant to Rules IV.H.6 by an

electronic mail communication, if Promontory School of Expeditionary Learning makes that option available (34 CFR § 300.505).

IV.E. STATE COMPLAINT PROCEDURES (34 CFR § 300.151–153; RULES IV.E.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.E regarding State complaint procedures.

IV.F. MEDIATION (34 CFR § 300.506; RULES IV.F.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.F regarding Mediation.

IV.G. FILING A DUE PROCESS COMPLAINT (34 CFR § 300.507; UCA 53E-7-208; RULES IV.G.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.G regarding filing a due process complaint.

IV.H. DUE PROCESS COMPLAINT (34 CFR § 300.508; RULES IV.H.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.H regarding due process complaints.

IV.I. RESOLUTION PROCESS (34 CFR § 300.510; RULES IV.J.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.J regarding the resolution process.

IV.J. IMPARTIAL DUE PROCESS HEARING (34 CFR § 300.511; RULES IV.K.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.K regarding impartial due process hearings.

IV.K. HEARING RIGHTS (34 CFR § 300.512; RULES IV.L.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.L regarding hearing rights.

IV.L. HEARING DECISIONS (34 CFR § 300.513; RULES IV.M.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.M regarding hearing decisions.

IV.M. FINALITY OF DECISION (34 CFR § 300.514; RULES IV.N.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.N regarding finality of decisions.

IV.N. STATE ENFORCEMENT MECHANISMS (34 CFR § 300.537; RULES IV.O.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.O regarding State enforcement mechanisms.

IV.O. TIMELINES AND CONVENIENCE OF HEARINGS (34 CFR § 300.515; RULES IV.P.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.P regarding timelines and convenience of hearings.

IV.P. CIVIL ACTION (34 CFR § 300.516; RULES IV.Q.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.Q regarding civil action.

IV.Q. ATTORNEY'S FEES (CFR §300.517; UCA 53E-7-208(4)(B); RULES IV.R.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.R regarding attorneys' fees.

IV.R. STUDENT'S STATUS DURING PROCEEDINGS (34 CFR § 300.518; RULES IV.S.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.S regarding student's status during proceedings.

IV.S. SURROGATE PARENTS (34 CFR § 300.519; RULES IV.T.)

1. Promontory School of Expeditionary Learning must ensure that the rights of a student are protected when:
 - a. No parent (as defined under 34 CFR § 300.30 and Rules I.E.34.) can be identified for a student under the age of majority;
 - b. Promontory School of Expeditionary Learning after reasonable efforts, cannot locate a parent for a student under the age of majority;
 - c. The student is a ward of the State under the laws of Utah; or

- d. The student is an unaccompanied youth experiencing homelessness under the age of majority.
2. The duties of Promontory School of Expeditionary Learning include the assignment of an individual to act as a surrogate for the parent(s) for a student under the age of majority. This must include a method for determining whether a student under the age of majority needs a surrogate parent and for assigning a surrogate parent to the student.
3. In the case of a student who is a ward of the State, the surrogate parent alternatively may be appointed by the judge overseeing the student's case, provided that the surrogate meets the requirements.
4. Promontory School of Expeditionary Learning may select a surrogate parent in any way permitted under State law.
5. Promontory School of Expeditionary Learning must ensure that a person selected as a surrogate parent:
 - a. Is not an employee of the USBE, Promontory School of Expeditionary Learning, or any other agency that is involved in the education or care of the student;
 - b. Has no personal or professional interest that conflicts with the interest of the student that the surrogate parent represents; and
 - c. Has knowledge and skills that ensure adequate representation of the student.
6. A person otherwise qualified to be a surrogate parent is not an employee of Promontory School of Expeditionary Learning solely because the person is paid by Promontory School of Expeditionary Learning to serve as a surrogate parent.
7. In the case of a student who is an unaccompanied youth experiencing homelessness, appropriate staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs may be appointed as temporary surrogates until a surrogate can be appointed that meets all of the requirements.

8. The surrogate parent may represent the student in all matters relating to the identification, evaluation, and educational placement of the student, and the provision of a FAPE to the student.
9. The USBE and Promontory School of Expeditionary Learning must make reasonable efforts to ensure the assignment of a surrogate parent not more than 30 calendar days after Promontory School of Expeditionary Learning determines that the student needs a surrogate.

IV.T. TRANSFER OF PARENTAL RIGHTS AT AGE OF MAJORITY (34 CFR § 300.520; RULES IV.U.)

1. When a student with a disability reaches the age of majority under State law (i.e., age 18) that applies to all students, except for a student with a disability who has been determined to be incompetent under State law, or the student with a disability marries or becomes emancipated:
 - a. Promontory School of Expeditionary Learning must provide any notice required by Part B of the IDEA to both the individual and the parent(s); and
 - b. All other rights accorded to parents under Part B of the IDEA transfer to the student.;
2. All rights accorded to parents under Part B of the IDEA transfer to students who are incarcerated in an adult or juvenile State or local correctional institution; and
3. Whenever a state transfers rights, Promontory School of Expeditionary Learning must notify the individual and the parent(s) of the transfer of rights within a reasonable time frame.

IV.U. CONFIDENTIALITY OF INFORMATION (34 CFR §§ 300.610–300.626; R277-487; RULES IV.V.)

1. Promontory School of Expeditionary Learning takes appropriate steps to ensure the protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by Promontory School of Expeditionary Learning pursuant to Part B of the IDEA and R277-487. Promontory School of Expeditionary Learning follows all requirements found in Rules IV.V.1-19 regarding confidentiality of information including

2. Definitions as used in Rules (34 CFR § 300.611).
 - a. *Destruction* means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
 - b. *Education records* means the type of records covered under the definition of “education records” in 34 CFR § 99, implementing regulations for the Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g (FERPA).
 - c. *Participating agency* means any agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part B of the IDEA.
3. Record of access (34 CFR § 300.614).
 - a. Promontory School of Expeditionary Learning must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the IDEA and the Rules (except access by parents or student who is an adult and authorized employees of Promontory School of Expeditionary Learning), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
4. Records on more than one student (34 CFR § 300.615).
 - a. If any education record includes information on more than one student, the parent(s) of those students or the student who is an adult have the right to inspect and review only the information relating to their student or themselves or to be informed of that specific information.
5. List of types and locations of information (34 CFR § 300.616).
 - a. On request, Promontory School of Expeditionary Learning must provide parents or student who is an adult with a list of the types and locations of education records collected, maintained, or used by Promontory School of Expeditionary Learning.
6. Fees (34 CFR § 300.617).
 - a. Promontory School of Expeditionary Learning may charge a fee for copies of records that are made for parent(s) or student who is an adult under

Part B of the IDEA if the fee does not effectively prevent the parent(s) or student who is an adult from exercising their right to inspect and review those records.

- b. Promontory School of Expeditionary Learning may not charge a fee to search for or to retrieve information under Part B of the IDEA.

7. Consent for disclosure of PII (34 CFR § 300.622).

- a. Except as to disclosures addressed in referral to and action by law enforcement and judicial authorities, for which parental consent is not required by 34 CFR § 99, parental or adult student consent must be obtained before PII is:
 - (1) Disclosed to anyone other than officials of participating agencies collecting or using the information under Part B of the IDEA or the Rules: or
 - (2) Used for any purpose other than meeting a requirement of Part B of the IDEA or the Rules.
- b. Promontory School of Expeditionary Learning may not release information from education records to participating agencies without parental or adult student consent unless authorized to do so by 34 CFR §§ 99.31 and 99.34 (FERPA):
 - (1) 34 CFR § 99.31 allows an LEA to disclose PII from the education records of a student without the written consent of the parent(s) of the student or student who is an adult, if the disclosure is:
 - (a) To other school officials, including teachers, within the LEA who have been determined by the LEA to have legitimate educational interests.
 - (b) To officials of another school or school site in which the student seeks or intends to enroll, subject to the requirements set forth in 34 CFR § 99.34 below.
 - (2) 34 CFR § 99.34 requires that an LEA transferring the education records of a student pursuant to 34 CFR § 99.34 above shall make a reasonable attempt to notify the parent of the student or student who is an adult of the transfer of records at the last known address of the

parent or student who is an adult, except that the LEA does not have to provide any further notice of the transfer of records when:

- (a) The transfer is initiated by the parent(s) or student who is an adult at the sending LEA.
 - (b) The LEA includes in its annual notice of procedural safeguards, that it is the policy of the LEA to forward education records on request to a school in which a student seeks or intends to enroll.
 - (c) The LEA transferring the records must keep a copy of the records for three years after the transfer.
 - c. Promontory School of Expeditionary Learning, upon receiving PII from another educational agency or institution may make further disclosure of the information on behalf of the LEA without the prior written consent of the parent(s) or student who is an adult if the conditions of 34 CFR §§ 99.31 and 99.34 noted above are met, and if the educational agency informs the party to whom disclosure is made of these requirements.
 - d. If the parent(s) or student who is an adult refuses consent for the release of PII to a third party, then that party may proceed with statutory procedures in an effort to obtain the desired information.
 - e. Note: As authorized in 34 CFR § 99.31 (FERPA), Promontory School of Expeditionary Learning includes in the annual procedural safeguards notice that it is their policy to forward educational records of a student with disabilities without parental or student who is an adult consent or notice to officials of another school or school district in which a student seeks or intends to enroll.
8. Safeguards (34 CFR § 300.623).
- a. Promontory School of Expeditionary Learning must protect the confidentiality of PII at collection, storage, disclosure, and destruction stages.
 - b. One official at Promontory School of Expeditionary Learning must assume responsibility for ensuring the confidentiality of any PII.

- c. All persons collecting or using PII must receive training or instruction regarding the State's policies and procedures in this section and 34 CFR § 99.
 - d. Promontory School of Expeditionary Learning must maintain, for public inspection, a current listing of the names and positions of those employees within the LEA who may have access to PII on students with disabilities.
9. Destruction of information (34 CFR § 300.624).
- a. Promontory School of Expeditionary Learning must inform parents or student who is an adult when PII collected, maintained, or used under Part B of the IDEA and the Rules is no longer needed to provide educational services to the student.
 - b. The information no longer needed must be destroyed at the request of the parent(s) or student who is an adult. However, a permanent record of a student's name, address, phone number, the student's grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.
 - c. Each student's records may be considered "no longer needed to provide educational services" and may be destroyed three years after the student graduates or three years after the student turns 22 under IDEA. Medicaid requires that records be maintained for at least five years after the provision of services.

V. Discipline Procedures (34 CFR § 300.530)

V.A. DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES (RULES V.A.)

1. Consistent with the requirements of Part B of the IDEA and the Rules, Promontory School of Expeditionary Learning shall establish, maintain, and implement policies and procedures for disciplining students with disabilities.

V.B. AUTHORITY OF SCHOOL PERSONNEL (34 CFR § 300.530(A-C); RULES V.B.)

1. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a student with a disability who violates a code of student conduct.
2. School personnel may remove a student with a disability who violates a code of student conduct from the student's current placement to an appropriate interim alternative educational setting (IAES), another setting, or suspension, for not more than ten consecutive school days (to the same extent those alternatives are applied to students without disabilities), and for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct, (as long as those removals do not constitute a change of placement because of disciplinary removal as set forth in 34 CFR § 300.536 and Rules V.D.).
3. After a student with a disability has been removed from the student's current placement for ten school days in the same school year, during any subsequent days of removal Promontory School of Expeditionary Learning must provide services to the extent required under 34 CFR § 300.530(d) and Rules V.C.
4. For disciplinary changes in placement that would exceed ten consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities, except after the tenth day of removal that constitutes a change in placement, Promontory School of

Expeditionary Learning must provide services to the student as outlined in Rule V.C.

V.C. SERVICES (34 CFR § 300.530(D); RULES V.C.)

1. A student with a disability who is removed from the student's current placement must:
 - a. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP; and
 - b. Receive, as appropriate, an FBA, and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.
2. The services may be provided in an IAES.
3. Promontory School of Expeditionary Learning is only required to provide services during periods of removal to a student with a disability who has been removed from the student's current placement for ten school days or less in that school year if it also provides services to a student without disabilities who is similarly removed.
4. After a student with a disability has been removed from the student's current placement for ten school days in the same school year, if the current removal is for not more than ten consecutive school days and is not a change of placement under 34 CFR § 300.536 and Rules V.D., school personnel, in consultation with at least one of the student's teachers, determine the extent to which services are needed, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.
5. If the removal is a change of placement, the student's IEP Team determines appropriate services to be provided during the removal.

V.D. CHANGE OF PLACEMENT DUE TO DISCIPLINARY REMOVALS (34 CFR § 300.536; RULES V.D.)

1. For purposes of removals of a student with a disability from the student's current educational placement, a change of placement occurs if:

- a. The removal is for more than ten consecutive school days, including shortened school days; or
 - b. The student has been subjected to a series of removals that constitute a pattern, including shortened school days:
 - (1) Because the series of removals total more than ten school days in a school year;
 - (2) Because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
 - (3) Because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.
2. As used in the Rules, shortened school days occur when a student's school day is reduced solely by school personnel in response to the student's behavior for disciplinary purposes, rather than the student's IEP team or placement team for that student to receive a FAPE.
- a. In general, the use of informal removals to address a student's behavior, if implemented repeatedly throughout the school year, could constitute a disciplinary removal from the current placement. Therefore, the discipline procedures in 34 C.F.R. §§ 300.530 through 300.536 and Rules V. would generally apply unless all three of the following factors are met:
 - (1) The student is afforded the opportunity to continue to appropriately participate in the general curriculum;
 - (2) The student continues to receive the services specified on the student's IEP; and
 - (3) The student continues to participate with nondisabled children to the extent they would have in their current placement. 71 Fed. Reg. 46715 (Aug. 14, 2006).
3. Promontory School of Expeditionary Learning determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.

V.E. MANIFESTATION OF DETERMINATION (34 CFR § 300.530(E-G, I); RULES V.E.)

1. Within ten school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the LEA, the parent or adult student, and relevant members of the student's IEP Team (as determined by the parent or student who is an adult and the LEA) must review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parent(s) or adult student to determine:
 - a. If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or
 - b. If the conduct in question was the direct result of Promontory School of Expeditionary Learning's failure to implement the IEP.
2. The conduct must be determined to be a manifestation of the student's disability if the LEA, the parent or student who is an adult, and relevant members of the student's IEP Team determine that:
 - a. The misconduct was caused by or had a direct and substantial relationship to the student's disability; or
 - b. The misconduct was the direct result of Promontory School of Expeditionary Learning's failure to implement the IEP.
3. If the LEA, the parent or student who is an adult, and relevant members of the student's IEP Team determine that the misconduct was the direct result of the Promontory School of Expeditionary Learning's failure to implement the IEP, Promontory School of Expeditionary Learning must take immediate steps to remedy those deficiencies.
4. If the LEA, the parent(s) or student who is an adult, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the student's disability, the IEP Team must:
 - a. Either:
 - (1) Conduct a functional behavior assessment (FBA), unless Promontory School of Expeditionary Learning had conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a BIP for the student; or

- (2) If a BIP has already been developed, review the BIP, and modify it, as necessary, to address the behavior;
 - b. And, unless the misconduct falls under the definition of special circumstances in Rules V.E.5., return the student to the placement from which the student was removed, unless the parent or adult student and the LEA agree to a change of placement as part of the modification of the BIP.
5. Special circumstances.
- a. School personnel may remove a student to an IAES for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:
 - (1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the Promontory School of Expeditionary Learning;
 - (2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction Promontory School of Expeditionary Learning;
 - (3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of Promontory School of Expeditionary Learning.
 - b. Definitions.
 - (1) For purposes of this section, the following definitions apply:
 - (a) *Controlled substance* means a drug or other substance that cannot be distributed without a prescription, identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
 - (b) *Illegal drug* means a controlled substance but does not include a drug controlled, possessed, or used under the supervision of a licensed health- care professional or one legally possessed or used under the Controlled Substances Act or under any other provision of Federal law (21 USC § 812).

- (c) *Serious bodily injury* means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 USC § 1365). Serious bodily injury does not include a cut, abrasion, bruise, burn, disfigurement, physical pain, illness, or impairment of the function of a bodily member, organ or mental faculty that is temporary (18 USC § 1365).
- (d) *Weapon* means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches (18 USC § 930).

V.F. PROCEDURAL SAFEGUARDS NOTICE (34 CFR § 300.530(H); RULES V.F.)

1. On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, Promontory School of Expeditionary Learning must notify the parent(s) or student who is an adult of that decision and provide the parent(s) or student who is an adult the procedural safeguards notice.

V.G. DETERMINATION OF SETTING (34 CFR § 300.531; RULES V.G.)

1. The student's IEP Team determines the IAES for services if the behavior that gives rise to the removal is not a manifestation of the student's disability, the removal constitutes a change of placement, or the behavior falls under the special circumstances in Rules V.E.5.

V.H. APPEALS BY PARENT OR LEA (34 CFR § 300.532; RULES V.H.)

1. The parent(s) of a student with a disability or student who is an adult who disagrees with any decision regarding placement or the manifestation determination, or if Promontory School of Expeditionary Learning believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by filing a due process hearing complaint and requesting a hearing.
2. Authority of hearing officer.

- a. A due process hearing officer hears and makes a determination regarding an appeal under Rules V.H.1.
 - b. In making the determination, the hearing officer may:
 - (1) Return the student with a disability to the placement from which the student was removed if the hearing officer determines that the removal was a violation of the discipline procedures under Part B of the IDEA or the Rules or that the student's behavior was a manifestation of the student's disability; or
 - (2) Order a change of placement of the student with a disability to an appropriate IAES for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.
 - c. The appeal procedures may be repeated if Promontory School of Expeditionary Learning believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.
3. Expedited due process hearing.
- a. Whenever a hearing is requested, the parent(s) or student who is an adult or Promontory School of Expeditionary Learning in the dispute must have an opportunity for an impartial due process hearing.
 - b. Promontory School of Expeditionary Learning is responsible for arranging the expedited due process hearing with the State Director of Special Education, which must occur within 20 school days of the date the complaint requesting the hearing is filed. The hearing officer must make a determination within ten school days after the hearing.
 - c. Unless the parent(s) or student who is an adult and Promontory School of Expeditionary Learning agree in writing to waive the resolution meeting, or agree to use mediation:
 - (1) A resolution meeting must occur within seven calendar days of receiving notice of the due process complaint; and

- (2) The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 calendar days of the receipt of the due process complaint.
- d. Parties may not mutually agree to extend the resolution period to resolve an expedited due process complaint. Therefore, when the parties have participated in a resolution meeting or engaged in mediation and the dispute has not been resolved to the satisfaction of both parties within 15 days of the receipt of the due process complaint, the expedited due process hearing may proceed.
- e. A hearing officer may not extend the timeline for making a determination in an expedited due process hearing.
- f. The decisions on expedited due process hearings are final, unless meeting the requirements of 34 CFR § 300.514(b) or 34 CFR § 300.516.6.

V.I. PLACEMENT DURING APPEALS (34 CFR § 300.533; RULES V.I)

- 1. When an appeal through a due process complaint has been made by either the parent or student who is an adult or Promontory School of Expeditionary Learning , the student must remain in the IAES pending the decision of the hearing officer or until the expiration of the time period specified, whichever occurs first, unless the parent(s) or adult student and Promontory School of Expeditionary Learning (or USBE if appropriate) agree otherwise.

V.J. PROTECTIONS FOR STUDENTS NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES (34 CFR § 300.534; RULES V.J.)

- 1. A student who has not been determined to be eligible for special education and related services under Part B of the IDEA, and who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this part if Promontory School of Expeditionary Learning had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
- 2. Promontory School of Expeditionary Learning must be deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated the disciplinary action occurred:

- a. The parent(s) of the student or student who is an adult expressed concern in writing to supervisory or administrative personnel of Promontory School of Expeditionary Learning, or a teacher of the student, that the student is in need of special education and related services;
 - b. The parent(s) of the student or student who is an adult requested an evaluation of the student pursuant to 34 CFR §§ 300.300 through 300.311; or
 - c. The teacher of the student, or other personnel of Promontory School of Expeditionary Learning, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education of Promontory School of Expeditionary Learning or to other supervisory personnel of Promontory School of Expeditionary Learning.
3. Promontory School of Expeditionary Learning would not be deemed to have knowledge that a student is a student with a disability if:
 - a. The parent(s) of the student or the student who is an adult:
 - (1) Has not allowed an evaluation of the student pursuant to 34 CFR §§ 300.300 through 300.311; or
 - (2) Has refused services under this part; or
 - b. The student has been evaluated in accordance with 34 CFR §§ 300.300 through 300.311 and determined to not be a student with a disability under Part B of the IDEA.
4. If Promontory School of Expeditionary Learning does not have knowledge that a student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the disciplinary measures applied to students without disabilities who engage in comparable behaviors.
 - a. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.
 - (1) Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

- (2) If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by Promontory School of Expeditionary Learning and information provided by the parent(s) or adult student, Promontory School of Expeditionary Learning must provide special education and related services.

V.K. REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES (34 CFR § 300.535; RULES V.K.)

1. Nothing in Part B of the IDEA prohibits Promontory School of Expeditionary Learning from reporting a crime committed by a student with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.
2. Transmittal of records.
 - a. If Promontory School of Expeditionary Learning reports a crime committed by a student with a disability, it must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom Promontory School of Expeditionary Learning reports the crime.
 - b. If Promontory School of Expeditionary Learning reports a crime under this section, it may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

VI. Students with Disabilities in Other Settings

VI.A. PRIVATE SCHOOL PLACEMENTS BY LEAs (34 CFR § 300.325; RULES VI.A.)

1. CHARTER NAME] follows all requirements found in Rules VI.A regarding private school placements.

VI.B. STUDENTS WITH DISABILITIES ENROLLED BY THEIR PARENT(S) IN PRIVATE SCHOOLS WHEN FAPE IS NOT AT ISSUE (UNILATERAL PLACEMENT) (34 CFR § 300.130; RULES VI.B.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules VI.B regarding students with disabilities enrolled by their parent(s) in private schools when FAPE is not at issue (unilateral placement).).

VI.C. STUDENTS WITH DISABILITIES ENROLLED BY THEIR PARENT(S) IN PRIVATE SCHOOLS WHEN FAPE IS AT ISSUE (34 CFR § 300.148; RULES VI.C.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules VI.C regarding students with disabilities enrolled by their parent(s) in private schools when FAPE is at issue.

VI.D. STUDENTS WITH DISABILITIES ENROLLED IN HOME SCHOOL (RULES IV.D.)

1. Dual enrollment (R277-438 and UCA 53G-6-702).
 - a. A student with a disability who is simultaneously enrolled in both home school or private school and a public school is considered a student in dual enrollment.
 - b. A student with a disability seeking dual enrollment is entitled to special education and related services, under an IEP, for the time, or for the number of courses, the student is enrolled in the public school, based on the decision of the student's IEP Team. The IEP Team must consider the amount of time and courses needed for the provision of FAPE.

VI.E. STUDENTS WITH DISABILITIES ENROLLED IN ADULT EDUCATION (R277-733; UCA 53E-10-205; RULES VI.E.)

1. Students with disabilities enrolled in Adult Education remain entitled to special education and related services until determined no longer meeting eligibility

criteria, graduate with a regular high school diploma, or reach maximum age (i.e., age 22).

2. The responsibility for FAPE for students with disabilities enrolled in Adult Education classes remains with the school district of residence.

VI.F. STUDENTS WITH DISABILITIES ENROLLED IN VIRTUAL SETTINGS (RULES VI.F.)

1. Students with disabilities enrolled in public education virtual settings remain entitled to special education and related services until determined no longer meeting eligibility criteria, graduate with a regular high school diploma, or reach maximum age.
2. The responsibility for FAPE for students with disabilities enrolled in public education virtual settings remains with the LEA of enrollment, unless Board Rule specifies otherwise.

VI.G. STUDENTS WITH DISABILITIES CONVICTED AS ADULTS AND INCARCERATED IN ADULT PRISONS (34 CFR § 300.324; RULES VI.J.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules VI.J regarding students with disabilities convicted as adults and incarcerated in adult prisons.

VI.H. STUDENTS WITH DISABILITIES WHO ARE ALSO IN STATE CUSTODY/CARE (R277-709; UCA 62A-4A-701; RULES VI.K.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules VI.K regarding students with disabilities who are also in state custody/care.

VI.I. STUDENTS WITH DISABILITIES WHO RESIDE IN NURSING HOMES (RULES VI.L.)

1. Promontory School of Expeditionary Learning follows all requirements found in Rules VI.L regarding students with disabilities who reside in nursing homes. Students with disabilities residing in nursing homes and their parent(s) or students who is an adult have the same rights under IDEA as all other students who are IDEA-eligible students with disabilities.

VII. Postsecondary Transitions

VII.A. POSTSECONDARY TRANSITION SERVICES—SCHOOL TO POST-SCHOOL (RULES VII.B.)

1. Purpose (34 CFR § 300.1; Rules VII.B.1).
 - a. To ensure that all students with disabilities have available to them a FAPE that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.
2. Definition (34 CFR § 300.43; Rules VII.B.2).
 - a. *Postsecondary Transition services* means a coordinated set of activities for a student with a disability that:
 - (1) Is designed to be within a results-oriented process that is focused on improving the academic and functional achievement of the student with a disability, to facilitate the student's movement from school to post-school activities, including postsecondary education, vocational education, competitive integrated employment (including supported employment), continuing and adult education, adult services, independent living, or full community participation;
 - (2) Is based on the individual student's needs, taking into account the student's strengths, preferences, and interests, and includes:
 - (a) Instruction;
 - (b) Related services;
 - (c) Community experiences;
 - (d) The development of employment and other post-school adult living objectives; and
 - (e) If appropriate, acquisition of daily living skills and provision of a functional vocational evaluation.
 - b. Postsecondary Transition services for students with disabilities may be special education, if provided as specially designed instruction, or a related

service, if required to assist a student with a disability to benefit from special education.

3. Parent or student who is an adult participation (34 CFR § 300.322; Rules VII.B.3).
 - a. For a student with a disability age 14 and older, or younger if determined appropriate by the IEP Team, the notice of meeting must indicate:
 - (1) That a purpose of the meeting will be the consideration of the postsecondary goals and postsecondary transition services for the student;
 - (2) That the LEA will invite the student; and
 - (3) Identify any other agency that will be invited, with the consent of the parent(s) or student who is an adult, to send a representative.
4. IEP Team (34 CFR § 300.321; Rules VII.B.4).
 - a. For an IEP Team meeting that includes as a purpose the development of a postsecondary transition plan:
 - (1) Promontory School of Expeditionary Learning must invite the student with a disability to attend the student's IEP meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the student and the postsecondary transition services needed to assist the student in reaching those goals.
 - (2) If the student does not attend the IEP meeting, Promontory School of Expeditionary Learning must take other steps to ensure that the student's preferences and interests are considered.
 - (3) To the extent appropriate, with the consent of the parent(s) or adult student, Promontory School of Expeditionary Learning must invite a representative of any participating agency that is likely to be responsible for providing or may be paying for postsecondary transition services.
5. Definition of IEP (34 CFR § 300.320(b); Rules VII.B.5).
 - a. For a student with a disability, ages 14 and older, an annual IEP goal related to the student's postsecondary transition service needs.

- b. Postsecondary transition services. For a student with a disability, ages 14 and older, or younger if determined appropriate by the IEP Team, and updated annually thereafter, the IEP must include:
 - (1) Realistic and reasonable measurable postsecondary goals based upon annual age-appropriate postsecondary transition assessments related to training or education, employment, and, where appropriate, independent living skills;
 - (2) Postsecondary transition services (e.g., activities, experiences, specially designed instruction), that will reasonably enable the student to reach the postsecondary goals identified on the IEP;
 - (3) Multi-year courses of study that will reasonably enable the student to reach the postsecondary goals identified on the IEP;
 - (4) Evidence that the student was invited to the IEP Team meeting where transition services are to be discussed. If the student does not attend the IEP meeting, the IEP Team must take other steps to ensure the student's preferences and interests are considered;
 - (5) If appropriate, evidence that a representative of any participating agency that might be providing or paying for any postsecondary transition services was invited to the IEP Team meeting with written consent of the parent or adult student prior to the meeting; and
 - (6) Any modifications to graduation requirements, as permitted under R277-700.
 - c. Students with disabilities must have access to all school services related to college and career readiness planning and must be actively invited and included in school activities which address course planning (including online courses), graduation, and postsecondary education and employment (i.e., college week, scholarship opportunities, ACT, and concurrent enrollment) (R277-462).
6. Transfer of rights at age of majority (34 CFR §§ 300.320(c), 300.520; Rules VII.B.6).
- a. Not later than the student's 17th birthday, the IEP must include a dated statement, signed by the student, parent, and an LEA Representative, that

the student and the student's parent(s) have been informed of parent's rights under Part B of the IDEA (i.e. Procedural Safeguards) that will transfer to the student on reaching the age of majority (i.e., age 18), except for a student with a disability who has been determined to be incompetent by a court.

- b. All rights accorded to parents under Part B of the IDEA transfer to the student on the student's 18th birthday unless the IEP Team determines that:
 - (1) The parent has obtained legal guardianship, power of attorney, or conservatorship; or
 - (2) The student has married or become emancipated (in which case the rights transfer at that time).
 - c. All rights accorded to parents under Part B of the IDEA transfer to students who are incarcerated in an adult or juvenile State or local correctional institution.
 - d. When a student with a disability reaches the age of majority under State law (i.e., age 18) that applies to all students, except for a student with a disability who has been determined to be incompetent under State law, or the student with a disability marries or becomes emancipated:
 - (1) Promontory School of Expeditionary Learning must provide any notice required by Part B of the IDEA to both the individual and the parent(s); and
 - (2) All other rights accorded to parents under Part B of the IDEA transfer to the student;
 - (3) All rights accorded to parents under Part B of the IDEA transfer to students who are incarcerated in an adult or juvenile State or local correctional institution; and
 - e. Whenever a state transfers rights, Promontory School of Expeditionary Learning must notify the individual and the parent(s) of the transfer of rights within a reasonable time frame.
7. Termination of eligibility as a change of placement (34 CFR § 300.305; Rules VII.B.7).

- a. An evaluation is not required before the termination of a student's eligibility under this part due to graduation from secondary school with a regular high school diploma, or due to exceeding the age of eligibility for FAPE under Utah law.
 - b. For a student whose eligibility terminates due to graduation from secondary school with a regular diploma, or due to exceeding the age of eligibility for FAPE under Utah law, Promontory School of Expeditionary Learning must provide the student with a summary of the student's academic achievement and functional performance which shall include a statement of the student's postsecondary goals, recommendations on how to assist the student in meeting the student's postsecondary goals, and a statement of when and how accommodations were used for instruction and assessment.
 - (1) Promontory School of Expeditionary Learning develops the summary of student's academic achievement and functional performance with the IEP Team and additional individuals as appropriate (e.g., school counselors, CTE teachers, Pre- Employment Transition Service representatives).
 - c. Receipt of a general educational development (GED) credential does not end eligibility for FAPE.
8. Failure to meet postsecondary transition objectives (34 CFR § 300.324; Rules VII.B.8)
- a. If a participating agency, other than Promontory School of Expeditionary Learning, fails to provide the postsecondary transition services described in the IEP, Promontory School of Expeditionary Learning must reconvene the IEP Team to identify alternative strategies to meet the postsecondary transition objectives for the student set out in the IEP.
 - b. Nothing relieves any participating agency, including a State vocational rehabilitation agency, of the responsibility to provide or pay for any postsecondary transition service that the agency would otherwise provide to students with disabilities who meet the eligibility criteria of that LEA (34 CFR § 300.324).

- c. If any public agency other than an educational agency is otherwise obligated under Federal or State law, or assigned responsibility under State policy or an interagency agreement, to provide or pay for any services that are also considered special education or related services such as, but not limited to, services relating to assistive technology devices, assistive technology services, related services, supplementary aids and services, and postsecondary transition services, that are necessary for ensuring a FAPE to students with disabilities within the State, the public agency must fulfill that obligation or responsibility, either directly or through contract or other arrangement or as provided in an interagency agreement.
9. Students with disabilities in adult prisons (34 CFR § 300.324; Rules VII.B.9).
- a. The requirements relating to postsecondary transition planning and postsecondary transition services do not apply with respect to those students whose eligibility under Part B of the IDEA will end, because of their age, before they will be eligible to be released from prison based on consideration of their sentence and eligibility for early release.
 - b. The obligation to make FAPE available to all students with disabilities does not apply with respect to students ages 18 through 21 to the extent that State law does not require that special education and related services under Part B of the IDEA be provided to students with disabilities who, in the last educational placement prior to their incarceration in an adult correctional facility (34 CFR § 300.102):
 - (1) Were not actually identified as being a student with a disability; and
 - (2) Did not have an IEP under Part B of the IDEA.
 - c. The exception does not apply to students with disabilities ages 18 through 21 who:
 - (1) Had been identified as a student with a disability and had received services in accordance with an IEP, but who left school prior to their incarceration; or
 - (2) Did not have an IEP in their last educational setting, but who had actually been identified as a student with a disability.

VII.B. GRADUATION (UCA 53E-7-202; R277-705; RULES VII.C.)

1. The obligation of Promontory School of Expeditionary Learning to make FAPE available to all students with disabilities does not apply to students with disabilities who have graduated from high school with a regular high school diploma (34 CFR §300.102(a)(3)(i)).
 - a. The exception in the Rules VII.C.1 does not apply to students that have graduated from high school but have not been awarded a regular high school diploma (34 CFR § 300.102(a)(3)(ii)).
 - b. Promontory School of Expeditionary Learning may not withhold a regular high school diploma from a student who has met State or LEA graduation requirements.
 - c. Graduation from high school with a regular high school diploma constitutes a change in placement, requiring prior written notice that must contain all the requirements in the Rules IV.D, including being given a reasonable time before the LEA proposed to terminate the student's eligibility under the IDEA by issuing the student a diploma (34 CFR § 300.503).
 - d. The term "regular high school diploma" does not include an alternative degree that is not fully aligned with the State's academic standards, such as a certificate or a GED (34 CFR § 300.102(a)(3)(iv)).
2. A student with a disability served by a special education program shall satisfy high school completion or graduation criteria, consistent with State and federal law and the student's IEP. Promontory School of Expeditionary Learning may modify graduation requirements consistent with the student's IEP (R277-700-6(25)). Promontory School of Expeditionary Learning may award a student a certificate of completion consistent with state and federal law and the student's IEP.
3. The IEP Team must refer to the USBE Special Education Graduation Guidelines for additional information regarding modifying graduation requirements and IEP substitutions.

**VII.C. TERMINATION OF SERVICES UPON REACHING AGE 22 (UCA 53E-7-201;
R277-419-2(23)(B); RULES VII.D.)**

1. If a student with a disability turns 22 any time after July 1, Promontory School of Expeditionary Learning must continue to provide FAPE until the end of that school year.

VIII. Responsibilities of the Utah State Board of Education

VIII.A. GENERAL SUPERVISORY AUTHORITY (RULES VIII.A.)

1. In addition to the requirements listed below, Promontory School of Expeditionary Learning provides data as required for State and Federal reports and other State functions as listed in Rules VIII.
2. LEA special education program funding (Rules VIII.A.3)
 - a. Promontory School of Expeditionary Learning shall provide, either singly or in cooperation with other school districts or public institutions, a FAPE for all students with disabilities who are residents of the public charter school. The program shall include necessary special facilities, instruction, and education-related services. The costs of Promontory School of Expeditionary Learning's program, or share of a joint program, shall be paid from LEA funds.
 - b. Promontory School of Expeditionary Learning shall receive funds under UCA 53F-2-1, State Funding--Minimum School Program (MSP), and other applicable laws to provide special education services in accordance with the Rules.
 - c. Promontory School of Expeditionary Learning may, singly or in cooperation with other public entities, provide education and training for persons with disabilities who are younger than 3 or older than 22. The cost of such a program may be paid from fees, contributions, and other funds received by LEA for support of the program but may not be paid from public education funds.
 - d. The requirements of Part B of the IDEA and the Rules are binding on each LEA and other public agency that has direct or delegated authority to provide special education and related services in the State of Utah.

VIII.B. STATE ELIGIBILITY (RULES VIII.B.)

1. Program options (34 CFR § 300.110; Rules VIII.B.3).
 - a. Promontory School of Expeditionary Learning takes steps to ensure that its students with disabilities have available to them the variety of

educational programs and services available to students who are nondisabled in the area served by the agency, including art, music, industrial arts, consumer and homemaking education, and vocational education.

VIII.C. USBE PROGRAM MONITORING (RULES VIII.D.2-3.)

1. Promontory School of Expeditionary Learning is involved in the UPIPS monitoring system, as required under Part B of the IDEA, R277-709, and R277-114-3.
 - a. Promontory School of Expeditionary Learning shall complete the required activities according to the timeline provided by the USBE staff.
2. Results of the monitoring process are publicly available, upon request.t.

VIII.D. PERSONNEL QUALIFICATIONS (34 CFR § 300.156; RULES VIII.K.3-5.)

1. Qualifications for special education teachers (34 CFR § 300.156; R277-301).
 - a. The USBE and IDEA established qualifications for each person employed as a public school special education teacher in the State who teaches in an elementary school, middle school, or secondary school.
 - b. The qualifications established by USBE and IDEA ensure that each person employed as a public school special education teacher in the State who teaches in an elementary school, middle school, or secondary school—
 - (1) Has obtained full State certification as a special education teacher (including certification obtained through an alternate route to certification as a special educator, if such alternate route meets minimum requirements described in 34 CFR 200.56(a)(2)(ii)), or passed the State special education teacher licensing examination, and holds a license to teach in the State as a special education teacher;
 - (2) Has not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
 - (3) Holds at least a bachelor's degree.

- c. A teacher will be considered to meet the standard of this section if that teacher is participating in an alternate route to special education certification program under which:
 - (1) The teacher:
 - (a) Receives high-quality professional development that is sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction, before and while teaching;
 - (b) Participates in a program of intensive supervision that consists of structured guidance and regular ongoing support for teachers or a teacher mentoring program;
 - (c) Assumes functions as a teacher only for a specified period of time not to exceed three years; and
 - (d) Demonstrates satisfactory progress toward full certification as prescribed by the State; and
 - (2) The State ensures, through its certification and licensure process, that the provisions of this section are met.
 - d. An adapted physical education endorsement, attached to a general or special education license, is requirement for educators to teach adapted physical education.
2. Related services personnel and paraeducators (R277-301, R277-306, and R277-324).
- a. The qualifications include qualifications for related services personnel and paraeducators that:
 - (1) Are consistent with any State-approved or State-recognized certification, licensing, registration, or other comparable requirements that apply to the professional discipline in which those personnel are providing special education or related services; and
 - (2) Ensure that related services personnel who deliver services in their discipline or profession:
 - (a) Meet the requirements; and

- (b) Have not had certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
- (3) Allow paraeducators and assistants who are appropriately trained and supervised, in accordance with State law, regulation, or written policy, in meeting the requirements of this part, to be used to assist in the provision of special education and related services under Part B of the IDEA to students with disabilities.
- (4) Interpreters for the Deaf.
 - (a) Under UCA 35A-13-604, an individual is required to be certified as an interpreter if that individual provides interpreter services for students who are deaf and hard of hearing.
- 3. Notwithstanding any other individual right of action that a parent, student who is an adult, or student may maintain under this part, nothing in this part shall be construed to create a right of action on behalf of an individual student or a class of students for the failure of the USBE or Promontory School of Expeditionary Learning, or other public agency employee to be highly qualified, or to prevent a parent or adult student from filing a State complaint or due process complaint about staff qualifications with the State Director of Special Education.

VIII.E. REPORTING ON SUSPENSION AND EXPULSION RATES (34 CFR § 300.170; RULES VIII.M.)

- 1. Through daily uploads, Promontory School of Expeditionary Learning shall report to the USBE staff, through the UTREx reporting system, on the rates of long-term suspensions and expulsions of students with disabilities and students who are nondisabled, including data disaggregated by race and ethnicity. The USBE staff shall examine these data to determine if significant discrepancies are occurring:
 - a. Between students who are nondisabled and students with disabilities within Promontory School of Expeditionary Learning.
- 2. If discrepancies are occurring, the USBE staff shall review and, if appropriate, require revisions in both USBE and LEA policies, procedures, and practices to ensure compliance with Part B of the IDEA.

3. Policies, procedures, and practices to be reviewed and, if appropriate, revised, include:
 - a. The development and implementation of IEPs;
 - b. The use of positive behavior interventions and supports; and
 - c. Procedural safeguards.

VIII.F. PROHIBITION ON MANDATORY MEDICATION (34 CFR § 300.174; RULES VIII.X.)

1. The USBE prohibits State and Promontory School of Expeditionary Learning personnel from requiring parents or student who is an adult to obtain a prescription for substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act for a student as a condition of attending school, receiving an evaluation, or receiving services under Part B of the IDEA (21 USC § 812(c)).
2. Nothing in Rules VIII.X.1. shall be construed to create a Federal prohibition against teachers and other school personnel consulting or sharing classroom-based observations with parent(s) or student who is an adult regarding a student's academic and functional performance, or behavior in the classroom or school, or regarding the need for evaluation for special education or related services related to child find.

IX.LEA Eligibility and Responsibilities

IX.A. LEA ELIGIBILITY FOR IDEA PART B FUNDS (34 CFR §§ 300.211–212, 220; RULES IX.A.)

1. Federal special education funding is made available through a grant to the state from the OSEP. These funds are restricted and may only be used to provide services and program for students who qualify under Part B of the IDEA. Funds are available for students who are 3–5 (section 619 Preschool) and for students age 3– 21 (section 611 School-Age). Some funds are retained at the state level for administration and for state level activities. The remaining funds are distributed to Utah Local Education Agencies (LEAs) by formula.
2. Annually, the USBE staff shall notify Promontory School of Expeditionary Learning of the availability of Federal funds under Part B of the IDEA. In order to receive IDEA Part B flow-through funds, Promontory School of Expeditionary Learning must have in effect a USBE-approved special education program (Rules X.B.2.), including policies and procedures that are consistent with the Rules.
3. Promontory School of Expeditionary Learning must have a USBE-approved special education program (UCA 53F-2- 307). Promontory School of Expeditionary Learning's program is approved by the state board when Promontory School of Expeditionary Learning's special education policies and procedures are approved by the USBE special education staff and then by Promontory School of Expeditionary Learning's local board in a public meeting. The LEA must submit documentation of the local board's approval to the USBE special education staff.
4. The USBE approval of Promontory School of Expeditionary Learning's policies and procedures includes the approval of any supporting documentation necessary to ensure their implementation. All required minimum components of Rules IX.A.4.a-e are addressed in this policies and procedures manual.
5. As part of establishing eligibility for Part B funds, Promontory School of Expeditionary Learning must have revised policies and procedures in alignment with the IDEA 2004 final regulations and current rules within one year of the final Board approval of the Rules.

6. Policies and procedures submitted by Promontory School of Expeditionary Learning in accordance with this section, and approved by the USBE staff, remain in effect until any of the following occur (34 CFR § 300.220):
 - a. Promontory School of Expeditionary Learning submits modifications to the USBE staff that the USBE or LEA determines are necessary;
 - (1) The provisions of the Rules apply to any modifications in an LEA's policies and procedures in the same manner and to the same extent as the LEA's original policies and procedures.
 - b. The USBE staff gives Promontory School of Expeditionary Learning notice of a new interpretation of the IDEA by Federal or State courts, or a change in Federal statute; or
 - c. There is an official finding of noncompliance with Federal or State law or regulations that requires a change in Promontory School of Expeditionary Learning's policy and procedures.
7. Promontory School of Expeditionary Learning must have on file with the USBE staff information to demonstrate that it will make available to parents of students with disabilities or student who is an adult and to the general public all documents relating to the eligibility of the LEA under Part B of the IDEA (34 CFR § 300.212).
8. Promontory School of Expeditionary Learning creates annual improvement goals based on the State Performance Plan (SPP) and Annual Performance Report (APR) Indicators to improve outcomes for students with disabilities (Rules IX.A.4.d(2)(s)).
9. Promontory School of Expeditionary Learning collects and provides additional information which the USBE may require in order to meet Federal reporting requirements, including suspension and expulsion rates, LRE environments, disproportionality data, personnel information, and others (Rules IX.A.4.e.).

IX.B. USE OF PART B FEDERAL FUNDS BY THE LEA (34 CFR §§ 300.200–206, 208; RULES IX.B.)

1. Promontory School of Expeditionary Learning submits a plan that provides assurances to the USBE that Promontory School of Expeditionary Learning meets each of the conditions in this section (34 CFR § 300.200).

2. Promontory School of Expeditionary Learning, in providing for the education of students with disabilities within its jurisdiction, must have in effect policies, procedures, and programs that are consistent with the State policies and procedures established in Rules (34 CFR § 300.201).
3. Use of amounts (34 CFR § 300.202).
 - a. Promontory School of Expeditionary Learning must have on file with the USBE staff information to demonstrate that amounts provided to the LEA under Part B of the IDEA:
 - (1) Must be expended in accordance with the applicable provision of the Rules;
 - (2) Must be used only to pay the excess costs of providing special education and related services to students with disabilities consistent with the Rules; and
 - (3) Must be used to supplement State, local, and other Federal funds and not to supplant those funds.
4. The excess cost requirement prevents Promontory School of Expeditionary Learning from using funds provided under Part B of the IDEA to pay for all the costs directly attributable to the education of a student with a disability.
5. Promontory School of Expeditionary Learning meets the excess cost requirement if it has spent at least a minimum average amount for the education of its students with disabilities before funds under Part B of the IDEA are used.
6. Maintenance of effort (MOE) (34 CFR § 300.203).
 - a. Eligibility standard.
 - (1) For purposes of establishing Promontory School of Expeditionary Learning's eligibility for an award for a fiscal year, the USBE must determine that Promontory School of Expeditionary Learning budgets for the education of students with disabilities for at least the same amount, from at least one of the following sources, as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available:

- (a) Local funds only;
 - (b) The combination of State and local funds;
 - (c) Local funds only on a per capita basis; or
 - (d) The combination of State and local funds on a per capita basis.
 - (2) When determining the amount of funds that Promontory School of Expeditionary Learning must budget to meet the requirement in the Rules IX.B.6.a.(1), Promontory School of Expeditionary Learning may take into consideration, to the extent the information is available, the exceptions and adjustment provided in 34 CFR §§ 300.204 and 300.205 that Promontory School of Expeditionary Learning:
 - (a) Took in the intervening year or years between the most recent fiscal year for which information is available and the fiscal year for which Promontory School of Expeditionary Learning is budgeting; and
 - (b) Reasonably expects to take in the fiscal year for which Promontory School of Expeditionary Learning is budgeting.
 - (3) Expenditures made from funds provided by the Federal government for which the USBE is required to account to the Federal government or for which Promontory School of Expeditionary Learning is required to account to the Federal government directly or through the USBE may not be considered in determining whether Promontory School of Expeditionary Learning meets the standard in Rules IX.B.6.a.(1).
- b. Compliance standard.
- (1) Except as provided in 34 CFR §§ 300.204 and 300.205, funds provided to Promontory School of Expeditionary Learning under Part B of the IDEA must not be used to reduce the level of expenditures for the education of students with disabilities made by Promontory School of Expeditionary Learning from local funds below the level of those expenditures for the preceding fiscal year.
 - (2) Promontory School of Expeditionary Learning meets this standard if it does not reduce the level of expenditures for the education of students with disabilities made by Promontory School of

Expeditionary Learning from at least one of the following sources below the level of those expenditures from the same source for the preceding fiscal year, except as provided in 34 CFR §§ 300.204 and 300.205:

- (a) Local funds only;
 - (b) The combination of State and local funds;
 - (c) Local funds only on a per capita basis; or
 - (d) The combination of State and local funds on a per capita basis.
- (3) Expenditures made from funds provided by the Federal government for which the USBE is required to account to the Federal government or for which Promontory School of Expeditionary Learning is required to account to the Federal government directly or through the USBE may not be considered in determining whether an LEA meets the standard of Rules IX.B.6.b.(1) and IX.B.6.b.(2).
- c. Subsequent years.
- (1) If, in the fiscal year beginning on July 1, 2013 or July 1, 2014, Promontory School of Expeditionary Learning fails to meet the requirements of 34 CFR § 300.203 in effect at that time, the level of expenditures required of Promontory School of Expeditionary Learning for the fiscal year subsequent to the year of the failure is the amount that would have been required in the absence of that failure, not Promontory School of Expeditionary Learning's reduced level of expenditures.
 - (2) If, in any fiscal year beginning on or after July 1, 2015, Promontory School of Expeditionary Learning fails to meet the requirement of Rules IX.B.6.b.(2)(a) or IX.B.6.b.(2)(c) and Promontory School of Expeditionary Learning is relying on local funds only, or local funds only on a per capita basis, to meet the requirements of Rules IX.B.6.a or IX.B.6.b, the level of expenditures required of Promontory School of Expeditionary Learning for the fiscal year subsequent to the year of the failure is the amount that would have been required under Rules IX.B.6.b.(2)(a) or IX.B.6.b.(2)(c) in the absence of that failure, not

Promontory School of Expeditionary Learning's reduced level of expenditures.

- (3) If, in any fiscal year beginning on or after July 1, 2015, Promontory School of Expeditionary Learning fails to meet the requirement of Rules IX.B.6.b.(2)(b) or IX.B.6.b.(2)(d) and Promontory School of Expeditionary Learning is relying on the combination of State and local funds, or the combination of State and local funds on a per capita basis, to meet the requirements of Rules IX.B.6.a or IX.B.6.b, the level of expenditures required of Promontory School of Expeditionary Learning for the fiscal year subsequent to the year of the failure is the amount that would have been required under Rules IX.B.6.b.(2)(b) or IX.B.6.b.(2)(d) in the absence of that failure, not Promontory School of Expeditionary Learning's reduced level of expenditures.
- d. Consequence of failure to maintain effort.
 - (1) If Promontory School of Expeditionary Learning fails to maintain its level of expenditures for the education of students with disabilities in accordance with Rules IX.B.6.b, the USBE is liable in a recovery action under section 452 of the GEPA (20 USC § 1234a) to return to the Department, using non-Federal funds, an amount equal to the amount by which Promontory School of Expeditionary Learning failed to maintain its level of expenditures in accordance with Rules IX.B.6.b. in that fiscal year, or the amount of Promontory School of Expeditionary Learning's Part B subgrant in that fiscal year, whichever is lower.
 - (2) If the USBE is required to return funds to the Department because of Promontory School of Expeditionary Learning's failure to meet the Maintenance of Effort requirement, the USBE shall reduce the amount provided to the Promontory School of Expeditionary Learning's MSP Basic Program on a 1/12 basis.
7. Exception to maintenance of effort (34 CFR § 300.204).
 - a. Promontory School of Expeditionary Learning may reduce the level of expenditures by Promontory School of Expeditionary Learning under Part

B of the IDEA below the level of those expenditures for the preceding fiscal year if the reduction is attributable to any of the following:

- (1) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.
 - (2) A decrease in the enrollment of students with disabilities.
 - (3) The termination of the obligation of Promontory School of Expeditionary Learning, consistent with this part, to provide a program of special education to a particular student with a disability that is an exceptionally costly program, as determined by the USBE staff, because the student:
 - (a) Has left the jurisdiction of Promontory School of Expeditionary Learning;
 - (b) Has reached the age at which the obligation of Promontory School of Expeditionary Learning to provide a FAPE to the student has terminated; or
 - (c) No longer needs the program of special education.
 - (4) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.
 - (5) The assumption of cost by the high-cost fund (i.e., Intensive Services fund) operated by the USBE staff.
8. Adjustment to local fiscal efforts in certain fiscal years (34 CFR § 300.205).
- a. For any fiscal year for which the allocation received by Promontory School of Expeditionary Learning under Part B of the IDEA exceeds the amount Promontory School of Expeditionary Learning received for the previous fiscal year, Promontory School of Expeditionary Learning may reduce the level of expenditures otherwise required by maintenance of efforts requirements by not more than 50 percent of the amount of that excess.
 - b. Use of amounts to carry out activities under ESEA/ESSA.
 - (1) If Promontory School of Expeditionary Learning exercises the authority to reduce the level of expenditures due to an increase in Part B funds, Promontory School of Expeditionary Learning must use

an amount of local funds equal to the reduction in expenditures to carry out activities that could be supported with funds under the ESEA/ESSA, regardless of whether Promontory School of Expeditionary Learning is using funds under the ESEA/ESSA for those activities.

- c. The USBE staff must prohibit Promontory School of Expeditionary Learning from reducing the level of expenditures for a fiscal year, if the USBE staff determines that:
 - (1) Promontory School of Expeditionary Learning is unable to establish and maintain programs of FAPE that meet the requirements of Part B of the IDEA, or
 - (2) The USBE staff has taken action against Promontory School of Expeditionary Learning under Section 616 of the IDEA and subpart F of the regulations (Monitoring, Technical Assistance, and Enforcement).
 - d. The amount of funds expended by Promontory School of Expeditionary Learning for mandatory or voluntary Coordinated Early Intervening Services shall count toward the maximum amount of expenditures that Promontory School of Expeditionary Learning may reduce under the requirements of this section.
9. If the USBE staff determines that Promontory School of Expeditionary Learning is not meeting the requirements of Rules, the USBE staff may prohibit Promontory School of Expeditionary Learning from treating funds received under Part B of the IDEA as local funds under this section for any fiscal year, but only if it is authorized to do so by the State constitution or State statute.
10. School-wide programs under Title I of the ESEA/ESSA (34 CFR § 300.206).
- a. Promontory School of Expeditionary Learning may use funds received under Part B of the IDEA for any fiscal year to carry out a school-wide program under section 1114 of the ESEA/ESSA, except that the amount used in any school-wide program may not exceed the amount received by Promontory School of Expeditionary Learning under Part B of the IDEA for that fiscal year:

- (1) Divided by the number of students with disabilities in the jurisdiction of the LEA; and
 - (2) Multiplied by the number of students with disabilities participating in the school-wide program.
- b. The funds described in this section must be considered as Federal Part B funds for purposes of the calculations required for excess costs and supplanting.
- c. The funds may be used without regard to the requirements of 34 CFR § 300.202(a)(1) of the IDEA.
- d. All other requirements of Part B of the IDEA must be met by Promontory School of Expeditionary Learning using Part B funds for school-wide programs under section 1114 of the ESEA/ESSA, including ensuring that students with disabilities in school- wide program schools:
 - (1) Receive services in accordance with a properly developed IEP; and
 - (2) Are afforded all of the rights and services guaranteed to students with disabilities under Part B of the IDEA.A.

IX.C. CHARTER SCHOOLS AND THEIR STUDENTS (34 CFR § 300.209; RULES IX.C.)

1. Students with disabilities ages 3 through 21 who attend public charter schools and their parent(s) or adult students retain all rights under Part B of the IDEA and the Rules.
2. If the public charter school is an LEA that receives funding under Part B or State special education funding, that charter school is responsible for ensuring that all of the requirements of Part B of the IDEA and the Rules are met. Charter schools may not refer potential or enrolled students with disabilities back to their school district of residence due to a disability, child find, or need for special education and related services, including placements.
3. If the public charter school is not an LEA receiving funding under Part B or State special education funding, or a school that is part of an LEA receiving funding under Part B or State special education funding, the USBE is responsible for ensuring that the requirements of Part B and the Rules are met.

- a. Nothing in the Rules prohibit school districts and charter schools from developing a Memorandum of Understanding (MOU) to address student specific needs and/or placements.

IX.D. COORDINATED EARLY INTERVENING SERVICES (CEIS) (34 CFR § 300.226; RULES IX.D.)

1. Promontory School of Expeditionary Learning may not use more than 15 percent of the amount Promontory School of Expeditionary Learning receives under Part B of the IDEA for any fiscal year, less any amount reduced by the LEA pursuant to maintenance of effort, if any, in combination with other amounts (which may include amounts other than education funds), to develop and implement coordinated early intervening services (CEIS), which may include interagency financing structures, for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment.
2. In implementing CEIS, Promontory School of Expeditionary Learning may carry out activities that include:
 - a. Professional learning (which may be provided by entities other than LEAs) for teachers and other school staff to enable such personnel to deliver scientifically based academic and behavior interventions, including scientifically based literacy instruction, and, where appropriate, instruction on the use of adaptive and instructional software; and
 - b. Providing educational and behavioral evaluations, services, and supports, including scientifically based literacy instruction.
3. CEIS may not be used to limit or create a right to FAPE under Part B of the IDEA or to delay appropriate evaluation of a student suspected of having a disability.
4. Promontory School of Expeditionary Learning that develops and maintains coordinated early intervening services (either mandatory or voluntarily) under this section must annually report to the USBE staff on:
 - a. The number of students served under this section who received early intervening services; and

- b. The number of students served under this section who received early intervening services and subsequently receive special education and related services under Part B of the IDEA during the preceding two-year period.
5. Funds made available to carry out this section may be used to carry out coordinated early intervening services aligned with activities funded by, and carried out under, the ESEA/ESSA if those funds are used to supplement, and not supplant, funds made available under the ESEA/ESSA for the activities and services assisted under this section.

IX.E. PERSONNEL DEVELOPMENT (34 CFR § 300.207; RULES IX.E.)

1. Promontory School of Expeditionary Learning must ensure that all personnel necessary to carry out Part B of the IDEA are appropriately and adequately prepared, subject to the requirements related to personnel qualifications and section 2122 of the ESEA/ESSA, as well as 34 CFR § 300.156; R277-304, R277-306, R277-320, and R277-324.
2. Paraeducators, when used to carry out Part B of the IDEA, must be appropriately trained and supervised, and utilized in accordance with the USBE Paraeducator Standards.
 - a. Promontory School of Expeditionary Learning shall provide documentation of training and supervision to USBE staff upon request.

IX.F. FUNDED PREVALENCE OF DISABLING CONDITIONS (UCA 53F-2-307; RULES IX.F.)

1. When calculating and applying the growth factor, a school district's total special education average daily membership (ADM) for a given year is limited to the following percentage of the school district's total student ADM for the same year:
 - a. For a school district in a county of the first, second, or third class, 14%; and
 - b. For a school district in the county of the fourth, fifth, or sixth class, 20%..

IX.G. LEA PROVISION OF FAPE (34 CFR § 300.101; RULES IX.G.)

1. Promontory School of Expeditionary Learning remains obligated to provide a student with a disability with a FAPE even when Promontory School of

Expeditionary Learning has not personally engaged with the student during the prior ten consecutive days and therefore may no longer count the student as an eligible student under pupil accounting (R277-419).

2. Promontory School of Expeditionary Learning will oversee the caseload of each special educator (including psychologists, social workers, speech language pathologists, occupational therapists, physical therapists, adapted physical education specialists, and any other related servers) to ensure that a FAPE is available to all eligible students with disabilities.

IX.H. ROUTINE CHECKING OF HEARING AIDS AND EXTERNAL COMPONENTS OF SURGICALLY IMPLANTED MEDICAL DEVICES (34 CFR § 300.113; RULES IX.H.)

1. Hearing aids. Promontory School of Expeditionary Learning must ensure that hearing aids worn in school by students with hearing loss, including deafness, are functioning properly.
2. External components of surgically implanted medical devices.
 - a. Subject to Rules IX.H.2.b, each public agency must ensure that the external components of surgically implanted medical devices are functioning properly.
 - b. For a student with a surgically implanted medical device who is receiving special education and related services, Promontory School of Expeditionary Learning is not responsible for the post-surgical maintenance, programming, or replacement of the medical device that has been surgically implanted (or of an external component of the surgically implanted medical device).

IX.I. EDUCATOR LICENSE REQUIREMENTS (R277-301, R277-304, R277-306, AND R277-320; RULES IX.I.)

1. Professionals providing services to students with disabilities must hold a Utah Professional Educator License or Endorsement in the area in which they provide services. This includes special education teachers, speech/language pathologists, school psychologists, school social workers, and other professionals. Physical and occupational therapists must hold appropriate Utah licensure. Promontory School of Expeditionary Learning superintendent or charter school administration shall be responsible for the evaluation of the

appropriateness of licenses and endorsements when assigning staff members. Promontory School of Expeditionary Learning refers to the USBE Teaching, Leadership, and Paraeducator Standards.

2. "License areas of concentration" or "license area" means a designation on a license of the specific educational setting or role for which the individual is qualified, to include the following:
 - a. Early Childhood;
 - b. Elementary;
 - c. Secondary;
 - d. School Leadership
 - e. Career and Technical Education or "CTE";
 - f. School Counselor;
 - g. School Psychologist;
 - h. Special Education;
 - i. Preschool Special Education;
 - j. Deaf Education;
 - k. Speech-Language Pathologist;
 - l. Speech-Language Technician;
 - m. School Social Worker; and
 - n. Audiologist. (R277-301-2.7(a)).
3. Individuals providing psychological evaluation services for students with disabilities must hold a Utah education license for school psychologists or State licensure and meet the assessment publisher's criteria for administration.
4. An adapted physical education endorsement is required for special educators and general educators to teach adapted physical education.

IX.J. PURCHASE OF INSTRUCTIONAL MATERIAL IN ACCESSIBLE FORMATS (34 CFR § 300.210; RULES IX.J.)

1. An LEA that chooses to coordinate with the NIMAC, when purchasing print instructional materials, must acquire those instructional materials in the same manner, and subject to the same conditions as the USBE under Rules VIII.W.
2. If Promontory School of Expeditionary Learning chooses not to coordinate with the NIMAC, Promontory School of Expeditionary Learning must provide an assurance to the USBE that Promontory School of Expeditionary Learning will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.
3. Nothing in this section relieves Promontory School of Expeditionary Learning of its responsibility to ensure that students with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities or who need materials that cannot be produced from NIMAS files, receive those instructional materials in a timely manner.
4. For all purposes of this section, the USBE defines timely manner as follows: the USBE and LEAs must take reasonable steps to provide instructional materials in accessible formats to students with disabilities who need those instructional materials at the same time as other students receive instructional materials.

X. Special Education Funding

1. The USBE has a responsibility under both Federal and State law to monitor implementation of the IDEA by LEAs through a system of general supervision that improves educational results and functional outcomes and ensures that public agencies meet program requirements. The special education program that is funded both from federal and state funds and it is critical to understand the similarities and differences of these funding sources.
2. *Federal special education funds* means funds paid to the State under IDEA Part B for the purposes of special education.
3. *State special education funds* means state funds appropriated to public education for the purposes of special education.
4. Federal special education funds are calculated, allocated, and classified differently than state special education funds. The Rules outline the regulations, restrictions, and allowable costs and activities applicable to each funding source; some requirements are the same for both funding sources and some provisions apply only to one or the other.

X.A. STATE SPECIAL EDUCATION FUNDS GENERALLY (UCA 53F-2-307; RULES X.A.1-2.)

1. State special education funds may be spent only for direct costs and construction or altering existing facilities, as outlined in the Rules.
 - a. Direct costs are those elements of cost which can be easily, obviously, and conveniently identified with specific special education activities or programs, as distinguished from those costs incurred for several different activities or programs and whose elements are not readily identifiable with specific special education activities.
 - b. Constructing facilities or altering existing facilities if:
 - (1) The costs are necessary costs and reasonable costs;
 - (2) The costs are not for the general purpose of bringing facilities into compliance with:
 - (a) Section 504 of the Rehabilitation Act of 1973; or

- (b) The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.;
- (3) The construction or alteration meets the needs of one or more students with disabilities; and
- (4) Promontory School of Expeditionary Learning submits an application for review by the state board;
- (5) The state board approves the expenditure in accordance with rules, including requirements that:
 - (a) Promontory School of Expeditionary Learning has not been identified with significant disproportionality;
 - (b) Promontory School of Expeditionary Learning has no outstanding uncorrected findings of non-compliance;
 - (c) Promontory School of Expeditionary Learning has no dispute resolution findings related to FAPE in the past year;
 - (d) Promontory School of Expeditionary Learning has been determined to “meet requirements” based on the USBE’s programmatic Results Driven Accountability/Annual Performance Report (RDA/APR); and
 - (e) No other evidence, e.g., from school accreditation, fiscal audits, etc., indicators that Promontory School of Expeditionary Learning is not adequately providing FAPE.
- 2. State special education funds are appropriated to the MSP and provide restricted (categorical) monies that must be spent for the education of students with disabilities.

X.B. ALLOCATION OF STATE SPECIAL EDUCATION FUNDS FOR PROGRAMS FOR STUDENTS WITH DISABILITIES (UCA 53F-2-307; R277-479; RULES X.B.3.)

- 1. Promontory School of Expeditionary Learning must be current with the UIPS monitoring requirements, including correction of noncompliance within one year of notification, annual Corrective Action Plan (CAP) and PIP reports, and desk audit submissions to be eligible for State special education funds.

X.C. SPECIAL EDUCATION ADD-ON ALLOWABLE USE (FUND 1205) (UCA 53F-2-307(1); RULES X.C.)

1. Promontory School of Expeditionary Learning must use funds in accordance with Rules X.B. and to cover the direct costs of providing special education to students with disabilities.

X.D. SPECIAL EDUCATION SELF-CONTAINED ALLOWABLE USE (FUND 1210) (UCA 53F-2-307, -308(3); RULES X.E.)

1. *Self-contained* means a student in public-school with an IEP or a youth in custody/care (YIC) who receives 180 minutes or more of special education or YIC services during a typical school day per R277-419-2(35).
2. Promontory School of Expeditionary Learning must use Special Education Self-Contained funds only for direct costs attributable to the cost of the special education of students with disabilities whose placement is a special class or self-contained environment.

X.E. STATE SPECIAL EDUCATION IMPACT AID ALLOWABLE USE (FUND 1225) (UCA 53F-2-307(1); RULES X.I.)

1. Must be used for direct costs attributable to the cost of administering the special education program as follows:
 - a. Costs for students in state custody (prisons, detention facilities, and the state hospital)
 - b. Additional costs attributable for services to students with low-incidence disabilities
2. Funds must be used in accordance with Rules X.B. and to cover the direct costs of providing special education to students with disabilities.

X.F. STATE SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) ALLOWABLE USE (FUND 1220) (UCA 53F-2-308(2); RULES X.K.)

1. Must be used for direct costs attributable to the cost of ESY provided to students with disabilities, determined by the student's IEP team to require ESY in order to receive a FAPE and in accordance with R277-751.

2. Funds must be used in accordance with Rules X.B. and to cover the direct costs of providing special education to students with disabilities in accordance with R277-751.51.

X.G. STATE EXTENDED SCHOOL YEAR STIPEND FOR SPECIAL EDUCATORS (EYSE) ALLOWABLE USE (FUND 1278) (UCA 53F-2-310; RULES X.M.)

1. Must be used for salaries and allowable benefits of Special Education Teachers, or Speech Language Pathologists who provide eligible services under R277-525- 2.
2. A special educator receiving a stipend shall: (a) work an additional day beyond the number of days contracted with the special educator's school district or school for each daily stipend; (b) schedule the additional days of work before or after the school year; and (c) use the additional days of work to perform duties related to the IEP process, including: administering student assessments, conducting IEP meetings, writing IEP's, conferring with parent(s) or student who is an adult, and preparing and maintaining records.

X.H. STATE SPECIAL EDUCATION INTENSIVE SERVICES ALLOWABLE USE (FUND1230) (UCA 53F-2-309(1); RULES X.O.)

1. Must be used for direct costs attributable to the cost of implementing IEPs for students with disabilities.
2. Cost of services to a student with a disability must be in excess of three times the annual average per pupil expenditure (APPE) as calculated by USBE Financial Operations.
3. Costs must meet the eligibility requirements outlined in R277-752.

X.I. STATE SPECIAL EDUCATION FUNDS ALLOWABLE USE (UCA 53F-2-307; RULES X.P.)

1. State special education funds may be spent only for direct costs and construction or altering existing facilities as outlined in Rules X.A. and X.B., Direct costs are those elements of cost which can be easily, obviously, and conveniently identified with specific special education activities or programs, as distinguished from those costs incurred for several different activities or programs and whose elements are not readily identifiable with specific special education activities (Rules X.A.1.).

2. The costs of providing for specially designed instruction, related services, and supplementary aids and services provided in a regular class or other education- related setting to a student with a disability in accordance with the IEP of the student are allowable.
3. The costs of providing inclusive special education preschool services are an allowable excess cost.
4. The costs of including peer models in IEP services that require a peer model are allowable.
5. The costs of providing co-teaching, in which both a licensed general educator and licensed special education teacher plan and provide specially designed instruction are allowable.
6. Promontory School of Expeditionary Learning follows the allowable use of state special education funds as listed in Rules X.P.6.

X.J. ALLOWABLE COSTS FOR FEDERAL (IDEA) SPECIAL EDUCATION FUNDS (RULES X.R.1., 4-8.)

1. Funds paid to the State under IDEA Part B for the purposes of special education ("Federal special education funds") are calculated, allocated, and classified according to 34 CFR §300.705.
2. Promontory School of Expeditionary Learning will use Federal special education funds for the costs of providing for specially designed instruction, related services, and supplementary aids and services provided in a regular class or other education- related setting to a student with a disability in accordance with the IEP of the student are allowable.
3. Promontory School of Expeditionary Learning will use Federal special education funds for the costs of including peer models in IEP services that require a peer model are allowable.
4. Promontory School of Expeditionary Learning will use Federal special education funds for the costs of providing co-teaching, in which both a licensed general educator and licensed special education teacher plan and provide specially designed instruction are allowable.
5. Promontory School of Expeditionary Learning follows the allowable use of Federal special education funds, as listed in Rules X.R.8.

SCHOOL-STUDENT-FAMILY COMPACT

Student Responsibility	Parent Responsibility	Teacher Responsibility	School Responsibility
It is important that I learn.	I want my child to achieve.	It is important for each student to achieve.	It is important for each student to achieve.
Therefore, I will:	Therefore, I will:	Therefore, I will:	Therefore, we will:
Preparation			
<ul style="list-style-type: none"> ◆ Arrive at school on /me and ready to learn. ◆ Wear approved uniform. ◆ Bring homework and supplies to school each day. ◆ Be ready to do the best of my ability. 	<ul style="list-style-type: none"> ◆ Ensure my child attends school regularly and on /me. ◆ Ensure my child and those attending school arrive on /me. ◆ See that my child is well-rested and has breakfast each day. ◆ Keep communication open by promptly reading all the notices from the school. 	<ul style="list-style-type: none"> ◆ Provide high quality, engaging curriculum and instruction in a supportive and effective learning environment by: <ul style="list-style-type: none"> ○ Using effective teaching strategies, including active pedagogy ○ Using differentiated instructional strategies ○ Acknowledging and taking advantage of different learning styles. ◆ Treat students, parents, and school staff with respect. 	<ul style="list-style-type: none"> ◆ Provide a safe learning environment in which all children can learn. ◆ Provide paper copies of the Family Engagement Policy and School-Student-Family Compact are available in the front office for anyone with no internet access. ◆ Preferred language translations will be provided within 24 hours. ◆ Document will be read to those with limited literacy proficiency. ◆ Provide support for teachers through instructional coaching.

Engagement

- | | | | |
|---|--|--|---|
| <ul style="list-style-type: none">◆ Listen, participate, and ask for help when I need it.◆ Do my best. | <ul style="list-style-type: none">◆ Attend scheduled Student-Led Conferences, scheduling an alternate time if there is a conflict. | <ul style="list-style-type: none">◆ Provide date, materials, and/or instructions to empower family engagement. | <ul style="list-style-type: none">◆ Provide regular two-way communication, including at least two Student-Led Conferences yearly. |
|---|--|--|---|

Student Responsibility	Parent Responsibility	Teacher Responsibility	School Responsibility
<ul style="list-style-type: none"> ◆ Remain willing to try even when discouraged. ◆ Take home all school notices and teacher letters. 	<ul style="list-style-type: none"> ◆ Contact school with questions or concerns ◆ Volunteer as possible ◆ Participate in school surveys, providing feedback for both areas in need of improvement and areas of success. ◆ Keep communication open with teachers and assist when appropriate in making decisions relating to your child. 	<ul style="list-style-type: none"> ◆ Provide high-quality instruction in a supportive and non-threatening environment ◆ Provide meaningful homework. ◆ Hold high expectations for all students, believing all students can learn. ◆ Listen to and address student and/or parent concerns and ideas. 	<ul style="list-style-type: none"> ◆ Provide an alternative schedule for Student-Led Conferences as needed. ◆ Listen to and address student and/or parent concerns and ideas.
Building Community			
<ul style="list-style-type: none"> ◆ Respect myself, other students, adults, and their property ◆ Speak with respect to classmates and school staff. ◆ Work cooperatively with classmates, teachers, and staff ◆ Follow all school rules. ◆ Accept responsibility for your own actions. ◆ Take an active role in keeping the building and school grounds clean and conducive to learning. 	<ul style="list-style-type: none"> ◆ Volunteer as possible ◆ Contact your students' teachers and ask for opportunities to help. ◆ Contact school Parent/Family organization (POP, Parents of Promontory) to request areas where help is needed. 	<ul style="list-style-type: none"> ◆ Engage in meaningful two-way communication. ◆ Provide parents with an initial progress report early in the semester and formal feedback at least once each semester regarding their students' achievement. ◆ Communicate regularly with students and families through notes, conferences, phone calls, etc.. 	<ul style="list-style-type: none"> ◆ Provide avenues for positive and meaningful parent involvement. ◆ Publicize volunteer opportunities through email and/or webpage. ◆ Encourage teachers to provide a variety of parent opportunities for classroom volunteerism. ◆ Provide needed opportunities for parents to observe classroom activities.
Reading			
<ul style="list-style-type: none"> ◆ Students in K-4 <ul style="list-style-type: none"> ○ Read 20 minutes every night. 	<ul style="list-style-type: none"> ◆ Read with my child and/or ask questions related to reading. 	<ul style="list-style-type: none"> ◆ Utilize evidence-based practices to support individualized student needs. 	<ul style="list-style-type: none"> ◆ Support the use of evidence-based practices by using state approved curriculum.

Student Responsibility	Parent Responsibility	Teacher Responsibility	School Responsibility
<ul style="list-style-type: none"> ○ If I have not fulfilled my reading so^ware minutes during the week, I will work on it at home. ◆ Students in 5-6 <ul style="list-style-type: none"> ○ Read 30 minutes every night. ◆ Students in 7-8 ◆ Complete reading needed for school assignments. 	<ul style="list-style-type: none"> ◆ For K-4th grades, provide opportunity for my child to fulfill their remaining reading so^ware minutes at home based on technology availability. 		<ul style="list-style-type: none"> ◆ Provide support for reading through instruc/onol coaching for teachers. ◆ Provide support for reading through professional development.
Homework			
<ul style="list-style-type: none"> ◆ Ask my teacher or classroom aide for assistance with understanding concepts in an assignment and/or homework expecta9ons. ◆ Students in 1-6 <ul style="list-style-type: none"> ○ Take home my folder/binder/backpack daily. ○ Return all incomplete daily classwork. ◆ Students in 7-8 <ul style="list-style-type: none"> ○ Take home, complete, and return homework daily. 	<ul style="list-style-type: none"> ◆ Establish a distrac9on-free place and 9me for homework. ◆ Assist my child with homework. ◆ Ask my child’s teacher for help if I do not understand the concepts in an assignment and/or homework expecta9ons so that I am able to assist my child. 	<ul style="list-style-type: none"> ◆ Provide 9mely and meaningful feedback on assignments and assessments. ◆ Be available to help parents understand assignments so they can support their child. 	<ul style="list-style-type: none"> ◆ Send home progress reports twice per year and semester grades at the end of each semester.



Updated 1/2020, 3/17/2022,

Data Governance Plan

1.0 Purpose

Data governance is an organizational approach to data and information management that is formalized as a set of policies and procedures that encompass the full life cycle of data; from acquisition, to use, to disposal. Promontory School takes seriously its moral and legal responsibility to protect student privacy and ensure data security. Utah's Student Data Protection Act (SDPA), U.C.A. 53E-9-3 requires that Promontory School adopt a Data Governance Plan.

2.0 Scope and Applicability

This plan is applicable to all employees, temporary employees, and contractors of the Agency. The plan must be used to assess agreements made to disclose data to third-parties. This plan must also be used to assess the risk of conducting business. In accordance with Promontory School's policy and procedures, this plan will be reviewed and adjusted on a regular basis, as needed. This plan is designed to ensure only authorized disclosure of confidential information.

3.0 Data Maintenance and Protection

Promontory School recognizes that there is risk and liability in maintaining student data and other education related data and will incorporate reasonable data industry best practices to mitigate this risk.

3.1 In accordance with R277-487, Promontory school shall do the following:

- Designate an individual as the information Security Officer
- Adopt the CIS Controls or comparable
- Report to the USBE by October 1 each year regarding the status of the adoption of the CIS controls or comparable and future plans for improvement.

4.0 Roles and Responsibilities

Promontory School acknowledges the need to identify parties who are ultimately responsible and accountable for data and content assets. These individuals and their responsibilities are as follows:

4.1 Data Manager Roles and Responsibilities:

- Authorize and manage the sharing, outside of the student data manager's education entity, of personally identifiable student data for the education entity as described in this section
- provide for necessary technical assistance, training, and support
- Act as the primary local point of contact for the state student data officer
- Ensure that the following notices are available to parents:
 - annual FERPA notice (see 34 CFR 99.7)
 - PPRA/UT FERPA policy and notice
 - directory information policy notice (see 34 CFR 99.37)
 - survey policy and notice (see 20 USC 1232h and 53E-9-203)
 - data collection notice (see 53E-9-305)

4.2 Information Security Officer

- Oversees adoption of the CIS controls
- Provide necessary technical assistance, training, and support as it relates to IT security

5.0 Plan

The following 5 subsections provide data governance plans and processes for Promontory School:

- Data Security and Privacy Training for Employees
- Data Disclosure
- Record Retention and Expungement
- Data Quality
- Transparency

The Promontory School Data Governance Plan includes the following:

- Requires Data Stewards to manage confidential information appropriately and in accordance with all legal mandates, Utah State Board administrative rules, and school policies and procedures. • Complies with all legal, regulatory, and contractual obligations regarding privacy of Agency data. Where such requirements exceed the specific stipulation of this plan, the legal, regulatory, or contractual obligation shall take precedence.
- Ensures that all Promontory School employees comply with the policy and undergo annual security training.
- Provides policies and processes for maintaining industry standard information and physical security safeguards to protect student data.

Furthermore, Promontory School Data Governance Plan also contains a Data Breach Response Plan which:

- Defines the goals and the vision for the breach response process.
- Defines to whom it applies and under what circumstances,
- Defines a breach, staff roles and responsibilities, standards and metrics (e.g., to enable prioritization of the incidents), as well as reporting, remediation, and feedback mechanisms.
- Emphasizes Promontory School's established culture of openness, trust and integrity.

5.1 Privacy Training for Employees

Promontory School will provide a range of training opportunities for all district employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

All employees will be required to participate in a privacy training as part of the annual compliance training. Completion of Promontory School's compliance training is a condition of employment.

5.2 Data Disclosure

Providing data to persons and entities outside of the Promontory School increases transparency, promotes education in Utah, and increases knowledge about Utah public education. This plan establishes the protocols and procedures for sharing data maintained by Promontory School. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99 and Utah's Student Data Protection Act (SDPA), U.C.A 53E-9-3.

5.2.1 External disclosure of Personally Identifiable Information (PII)

5.2.1.1 Parental Access to Educational Records

In accordance with FERPA regulations 20 U.S.C. § 1232g (a)(1) (A) (B) (C) and (D), LEAs will provide parents with access to their child's education records, or an eligible student access to his or her own education records (excluding information on other students, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access), within 45 days of receiving an official request. Promontory School is not required to provide data that it does not maintain, nor is Promontory School required to create education records in response to an eligible student's request.

5.2.1.2 Third Party Vendor

Third party vendors may have access to students' personally identifiable information if the vendor is designated as a "school official" as defined in FERPA, 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii).

All third-party vendors contracting with Promontory School must be compliant with Utah's Student Data Protection Act (SDPA), U.C.A §53E-9-309. Vendors determined not to be compliant may not be allowed to enter into future contracts with Promontory School without third-party verification that they are compliant with federal and state law, and board rule.

5.2.1.3 Governmental Agency Requests

Promontory School may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program reporting requirement, audit, or evaluation. The requesting governmental agency must provide evidence the federal or state requirements to share data in order to satisfy FERPA disclosure exceptions to data without consent in the case of a federal or state

- A. Reporting requirement
- B. Audit
- C. Evaluation

The Director or designee will ensure the proper data disclosure avoidance are included if necessary. An Interagency Agreement must be reviewed by legal staff and must include "FERPA-Student Level Data Protection Standard Terms and Conditions or Required Attachment Language."

5.2.2 External disclosure of Non-Personally Identifiable Information (PII)

5.2.2.1 Priority

Promontory School recognizes good research as a building block for understanding and improving education. Priority is given to projects that:

- A. Yield useful products or data for our schools.
- B. Align with school programs, goals, and mission.
- C. Are not intrusive or interrupt classroom/school activities.

No access to data will be granted for research purposes that do not meet the above criteria. The Director has full discretion in the evaluation of research proposals

5.2.2.2 General Directions

A completed application must include the following items listed below. Please allow 2-3 weeks for a decision once completed materials have been received.

1. A completed Research Project Request (Form 521). (You may reference details from your research proposal on the application.)
2. Copy of your research proposal.
3. Copy of all interview protocols, surveys, questionnaires, observation guides, etc.
4. Copy of all disclosures and consent forms.
5. Copy of the IRB approval (or documentation that IRB approval is pending)
6. Copy of the vita or resume of the investigator(s). (Optional)

5.3 Record Retention and Expungement

Promontory School recognizes the risk associated with data following a student year after year that could be used to mistreat the student. The LEA shall review all requests for records expungement from parents and make a determination based on the following procedure.

5.3.1 Procedure

The following records may not be expunged: grades, transcripts, a record of the student's enrollment, assessment information.

The procedure for expungement shall match the record amendment procedure found in 20 U.S.C. § 1232g; 34 CFR Part 99 of FERPA.

1. If a parent believes that a record is misleading, inaccurate, or in violation of the student's privacy, they may request that the record be expunged.
2. The LEA shall decide whether to expunge the data within a reasonable time after the request.
3. If the LEA decides not to expunge the record, they will inform the parent of their decision as well as the right to an appeal hearing.
4. The LEA shall hold the hearing within a reasonable time after receiving the request for a hearing.
5. The LEA shall provide the parent notice of the date, time, and place in advance of the hearing.
6. The hearing shall be conducted by any individual that does not have a direct interest in the outcome of the hearing.
7. The LEA shall give the parent a full and fair opportunity to present relevant evidence. At the parents' expense and choice, they may be represented by an individual of their choice, including an attorney.
8. The LEA shall make its decision in writing within a reasonable time following the hearing.
9. The decision must be based exclusively on evidence presented at the hearing and include a summary of the evidence and reasons for the decision.
10. If the decision is to expunge the record, the LEA will seal it or make it otherwise unavailable to other staff and educators.

5.4 Data Quality

Data quality is achieved when information is valid for the use to which it is applied, is consistent with other reported data and users of the data have confidence in and rely upon it. Good data quality does not solely exist with the data itself, but is also a function of appropriate data interpretation and use and the perceived quality of

the data. Thus, true data quality involves not just those auditing, cleaning and reporting the data, but also data consumers. Data quality at is addressed in five areas:

5.4.1 Data Governance Structure

The Promontory School data governance plan is structured to encourage the effective and appropriate use of educational data. The Promontory School data governance structure centers on the idea that data is the responsibility of all Promontory School departments and schools and that data driven decision making is the goal of all data collection, storage, reporting and analysis. Data driven decision making guides what data is collected, reported and analyzed.

5.4.2 Data Collection

When possible and to avoid data duplication, data is collected at the lowest level available.

5.5 Transparency

Annually, Promontory School will publicly post:

- Promontory School data collections
- Metadata Dictionary as described in Utah's Student Data Protection Act (SDPA), U.C.A 53E-9-303.

Resolution for Freedom of Religious Expression

In accordance with Utah state law and Promontory School's core values, RISE FAR, we respect the religious beliefs of ALL and will ensure accommodations are made as necessarily fit. In an effort to maintain constitutional freedoms among everyone who walks through our doors, each year students will be given a copy of the "Resolution for Freedom of Religious Expression in Public Schools" (including a simplified copy for easy understanding). The resolution will be discussed in crew during the first week of each school year, so that students may understand their rights under this resolution.

As outlined in Utah code 53G-10-202&203

1. Any instructional activity, performance, or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history, or any other element of the curriculum, including the comparative study of religions, which is designed to achieve academic educational objectives included within the context of a course or activity and conducted in accordance with applicable rules or policies of the state and Promontory School's governing board, may be undertaken in the school.
2. No aspect of cultural heritage, political theory, moral theory, or societal value shall be included within or excluded from Promontory School's curricula for the primary reason that it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or supreme being.
3. Promontory School may not sponsor or deny the practice of prayer or religious devotionals. Students are allowed to pray in school if they choose; however, employees/staff/administration are prohibited from leading students in prayer.
4. School officials and employees may not use their positions to endorse, promote, or disparage a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint.

Promontory Library Week Book Wishlist 2025

Beach Bum by Ryan T Higgins

The Berenstain Bears Collection by Stan and Jan Berenstain

The Boxcar Children Mysteries Boxed Set 1-4 by Gertrude Chandler Warner

The Boxcar Children Mysteries Boxed Set 5-8 by Gertrude Chandler Warner

Blue Bison Needs a Haircut by Scott Rothman, Pete Oswald

Bomb (The Race to Build – and Steal – the World’s Most Dangerous Weapon) by Steve Sheinkin, Nick Bertozzi

Buffalo Fluffalo by Bess Kalb, Erin Kraan

Chicka Chicka Boom Boom by Bill Martin Jr., John Archambault

The Coal Thief by Alane Adams, Lauren Gallegos

Corduroy by Don Freeman

The Couch Potato by Jory John, Pete Oswald

David Goes to School by David Shannon

Do unto Otters: A Book About Manners by Laurie Keller

Dog vs. Strawberry by Nelly Buchet, Andrea Zuill

Dr Seuss’s Sleep Book by Dr. Seuss

Duck on a Tractor by David Shannon

The Hat by Jan Brett

I’ll Wait, Mr. Panda by Steve Antony

I’m Trying to Love Germs by Bethany Barton

I’m Trying to Love Rocks by Bethany Barton

Ish by Peter H. Reynolds

Jumper: A Day in the Life of a Backyard Jumping Spider by Jessica Lanan

Lefty: A Story That Is Not All Right by Mo Willems, Dan Santat

The Library Fish by Alyssa Satin Capucilli, Gladys Jose

Lucky Duck by Greg Pizzoli

The Magical Yet by Angella DiTerlizzi, Lorena Alvarez Gomez
Millie Fleur's Poison Garden by Christy Mandin
The Mitten by Jan Brett
Nellie's Big Splash by Cori Doerrfeld
Officer Buckle & Gloria by Peggy Rathmann
One Chicken Nugget by Tadgh Bentley
Orris and Timble: Lost and Found by Kate DiCamillo, Carmen Mok
Penguin Problems by Jory John, Lane Smith
Piranhas Don't Eat Bananas by Aaron Blabey
Rick the Rock of Room 214 by Julie Falatko, Ruth Chan
The Return of Thelma the Unicorn by Aaron Blabey
Skippyjon Jones in the Doghouse by Judy Schachner
The Stinky Cheese Man and Other Fairly Stupid Tales by Jon Scieszka, Lane Smith
Strega Nona: An Old Tale Retold by Tomie dePaola
Sylvester and the Magic Pebble by William Steig
Taco Falls Apart by Brenda S. Miles, Monika Filipina
The Thing About Yetis by Vin Vogel
The Three Billy Goats Fluff by Rachel Mortimer, Liz Pichon
The Umbrella by Beth Ferry, Tom Lichtenheld
The Universe in You: A Microscopic Journey by Jason Chin
The Wayside School 4-Book Box Set by Louis Sachar
The World's Best Class Plant by Audrey Vernick, Liz Garton Scanlon
What's Inside a Caterpillar Cocoon and Other Questions by Rachel Ignotofsky
Witch & Wombat by Ashley Belote
Zen Shorts by Jon J Muth

Fundraiser Request for Approval

(Please submit a form electronically to aedelman@promontoryschool.org for processing and records.)

Fundraiser Description (Please attach additional fundraiser details as needed.)

Estimated volunteer time: N/A

Estimated faculty time: 2 hours

Start Date: April 7, 2025 End Date: April 25, 2025

Fundraiser Goals

Purpose of Funds: This proposal requests your approval for a library fundraiser aimed at addressing several needs. Our library is home to many cherished books that have been well-loved over the years. We need to replace worn copies, update the covers of some classic and nostalgic favorites, and add exciting new titles to our collection. With National Library Week beginning on April 7th, we see an opportunity for the Promontory community to support our efforts. By donating updated versions of these beloved books or contributing new titles, this fundraiser will directly enhance our library's offerings, fostering a lifelong love of reading in our students. Please see the attached form for the list of books we are requesting.

Revenue: **Target:** We do not have a target. We will be happy with any books donated.

Cost: N/A

Profit: There is no profit. We are just asking for book donations.

Please submit a form to aedelman@promontoryschool.org at least two weeks prior to the board meeting for placement on the board agenda. Red fields to be filled out by administration.

Revised March 2021

Fundraiser Request for Approval

(Please submit a form electronically to aedelman@promontoryschool.org for processing and records.)

Vision: How does the fundraiser align with Promontory's mission statement, values, policies, philosophies, and educational beliefs?

Reading is a vital component of education, and the Promontory Library is dedicated to providing exceptional books for our students, demonstrating that reading can be both enjoyable and enriching. When students and their families contribute books to the library, they foster a sense of belonging and community, which can inspire a greater desire to read.

Fundraiser Approval

Director Signature: [Redacted]

Date: [Redacted]

Board Approval Date: [Redacted]

Board Chair Signature: [Redacted]

Date: [Redacted]

Fundraiser Request for Approval

(Please submit a form electronically to aedelman@promontoryschool.org for processing and records.)

Fundraiser Description (Please attach additional fundraiser details as needed.)

Dollar Day- Students and faculty can pay \$1 to have a no uniform day at school. Students will be encouraged to follow the casual Friday dress standards.

Estimated volunteer time: N/A

Estimated faculty time: 1 hour

Start Date: Thursday April 10th End Date: Thursday April 10th

Fundraiser Goals

Purpose of Funds: Books for the Book Vending Machine

Revenue: Target: \$150.00

Cost: N/A

Profit: \$150.00

Vision: How does the fundraiser align with Promontory's mission statement, values, policies, philosophies, and educational beliefs?

Faculty and staff work together as crew to help raise money for a worthy cause.

Faculty members love giving books as rewards for students. It encourages reading, goal setting and excellence.

Fundraiser Approval

Director Signature: [Redacted]

Date: [Redacted]

Board Approval Date: [Redacted]

Please submit a form to aedelman@promontoryschool.org at least two weeks prior to the board meeting for placement on the board agenda. Red fields to be filled out by administration.

Revised March 2021



PROMONTORY
school of expeditionary learning

Fundraiser Request for Approval

(Please submit a form electronically to aedelman@promontoryschool.org for processing and records.)

Board Chair Signature: [Redacted]

Date: [Redacted]

Please submit a form to aedelman@promontoryschool.org at least two weeks prior to the board meeting for placement on the board agenda. Red fields to be filled out by administration.

Revised March 2021