



# Quest Academy

## Board Meeting Agenda

### Date: August 12, 2025

Time: 6:00PM

Location: Quest Academy, 4862 West 4000 South, West Haven, UT 84401 (Q2 Conference Room)

*The mission of Quest Academy is to provide students a challenging, technology rich environment, enabling young citizens to become leaders prepared for the challenges of an evolving global community.*

## Agenda

### Board Priorities

State Accountability

Fiscally Sound

Personalized Learning/Individualized Learning

Brand Awareness

### **CALL TO ORDER** – Steve Reeve

**CLOSED SESSION-** to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a).

### **BOARD TRAINING**

- Open and Public Meetings Act Training
- Governance vs. Management

### **CONSENT ITEMS**

- May 27, 2025, Board Meeting & Closed Session Minutes

### **REPORTS**

- Administration
  - State of the School
  - Early Learning Plan Report
- Financial Report

### **VOTING & DISCUSSION ITEMS**

- Imagine Learning Curriculum Purchase
- Policies Required for Review:
  - Attendance Policy
- Policies Required for Review and Re-Approval:
  - Amended Parent and Family Engagement Policy
  - Amended Electronic Resources Policy

- Amended Kindergarten Toilet Training Policy
  - Amended Meal Charge Policy
- Board Member Terms, Roles, and Elected Officers

## **CALENDARING**

- Next Board Meeting is October 7, 2025, at 6:00 PM in the Q1 Library.

## **ADJOURN**



# Quest Academy Board Meeting Minutes May 27, 2025

**In Attendance:** Steve Reeve, Nicole Boucher, Brett Greenwell

**Excused:** Shawn Miehle, Brittney Hale

**Others in Attendance:** Dave Bullock, Angelee Spader, Gabe Clark, Ryan Smith, Caleb Crump, Stacey Phillips, Hannah Jones, Nicki Slaugh, Casey Arrington

**Location:** Quest Academy, 4862 West 4000 South, West Haven, UT 84401

*The mission of Quest Academy is to provide students a challenging, technology rich environment, enabling young citizens to become leaders prepared for the challenges of an evolving global community.*

## **MINUTES**

### **Board Priorities**

State Accountability

Fiscally Sound

Personalized Learning/Individualized Learning

Brand Awareness

**CALL TO ORDER** – Steve Reeve called the meeting to order at 6:06 PM.

### **PUBLIC COMMENT**

- 2025-2026 Fee Schedule (2<sup>nd</sup> Comment Period)

This was the second public comment period for the amended 2025-2026 Fee Schedule. There were no public comments.

### **REPORTS**

- **Administration- State of the School**

Dave Bullock announced the transition of the Junior High Principal Nicki Slaugh leaving Quest Academy to pursue different career opportunities. Students will have the opportunity to continue learning in the “Quest way”. Casey Arrington will be filling the position. The board thanked Nicki for her service at Quest Academy over the years. Testing for end of year is complete. Dave Bullock reported that he sent the board the Positive Behaviors Plan Report via email and reported on Title IX Athletics; he informed the board there is no discrepancies for male and female sports at the school.

- **Finance Report**

Brett Greenwell began discussion on finances and said that revenue is high, and the balance sheet suggests that the LEA can potentially pay off the bond and have more financial flexibility in the future. Investment came back higher than what was budgeted for. The LEA is in great financial position. Ryan Smith briefly discussed the Fraud Risk Assessment and Annual Commitment to Ethical Behavior. The board has agreed to act ethically and is at a “very low” risk for fraud. Gabe Clark discussed the Eide Bailly Audit Engagement Letter, and the details of Eide Bailly’s role in the auditing of the LEA.

## **BOARD TRAINING**

- Open and Public Meetings Act Training

Stacey Phillips facilitated the OPMA Training for the board. The board discussed the requirements and clarified any questions they had. There was no further discussion.

## **CONSENT ITEMS**

- April 23, 2025, Board Meeting & Closed Session Minutes

*Nicole Boucher made a motion to approve the April 23, 2025, Board Meeting & Closed Session Minutes. Brett Greenwell seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

## **VOTING & DISCUSSION ITEMS**

- Approve Amended 2025-2026 Fee Schedule

The previously approved 2025-2026 Fee Schedule was revised to comply with legislative updates. The board discussed the revisions.

*Brett Greenwell made a motion to approve the 2025-2026 Fee Schedule. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Approve Amended 2024-2025 Budget

The LEA is complying with state statutes through evaluating that actual expenditures does not exceed budgeted expenditures. There were no questions or concerns about the amended budget.

*Nicole Boucher made a motion to approve the 2024-2025 Amended Budget. Brett Greenwell seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*



- Approve Proposed 2025-2026 Budget

Ryan Smith discussed the proposed 2025-2026 budget. The administration worked closely with Ryan Smith to budget for the upcoming school year. There was no further discussion.

*Brett Greenwell made a motion to approve the Proposed 2025-2026 Budget. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Approve Audit Engagement Letter

The board had no questions or concerns about the Audit Engagement Letter.

*Nicole Boucher made a motion to approve the Audit Engagement Letter and allow Dave Bullock to sign. Brett Greenwell seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Approve Summer Purchases

This item was tabled.

- Approve Sex Education Committee Membership

Dave Bullock informed the board of the Sex Education committee membership. There were no questions or concerns from the board.

*Brett Greenwell made a motion to approve the 2025-2026 Sex Education Committee Membership. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Approve 2025-2026 TSSA Plan

Dave Bullock discussed the goals within the 2025-2026 TSSA Plan. The board agreed with the goals outlined in the plan and had no further discussion.

*Brett Greenwell made a motion to approve the 2025-2026 Teacher Student Success Act Plan. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Policies:

- Salary Supplement for Highly Needed Educators Program Policy
- Paid Parental and Postpartum Recovery Leave Policy
- Amended Travel Policy

Gabe Clark summarized the SHINE policy, Paid Parental and Postpartum Recovery Leave Policy, and the amended Travel policy.

*Nicole Boucher made a motion to approve the Salary Supplement for Highly Needed Educators Program Policy, the Paid Parental and Postpartum Recovery Leave Policy, and the Amended Travel Policy. Brett Greenwell seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Board Member Terms, Roles & Elected Officers

*Brett Greenwell made a motion to approve the Board Member Terms, Roles, & Elected Officers as discussed. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Director Employment Agreement & Compensation

*Brett Greenwell made a motion to approve the Director Employment Agreement & Compensation as discussed in a closed session. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

- Board Vision/Strategic Planning Session

This item was tabled.

Dave Bullock, Angelee Spader, Casey Arrington, and Nicki Slaugh left the meeting at 7:01 PM.

**CLOSED SESSION-** for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

*At 7:02 PM Brett Greenwell made a motion to enter in a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a) in West Haven, UT. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

*At 7:36 PM made Brett Greenwell a motion to leave the closed session in West Haven, UT. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

Dave Bullock, Angelee Spader, Casey Arrington, and Nicki Slaugh rejoined the meeting at 7:37 PM.

## CALENDARING

The proposed 2025-2026 board meeting calendar was discussed. The calendar dates will be posted to the Utah Public Notice Website for the upcoming year.

## ADJOURN

*At 7:40 PM Nicole Boucher made a motion to adjourn. Brett Greenwell seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye, Nicole Boucher; Aye; Brett Greenwell, Aye.*

**Quest Academy  
Board of Directors Closed Session**



**Meeting Date: 05.27.2025**

**Location:** Quest Academy, 4862 West 4000 South, West Haven, UT 84401

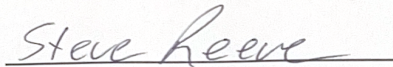
**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Quest Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 27<sup>th</sup> day of May 2025, at West Haven, Utah.

  
Steven Reeve, Board Chair

  
Signature



# Open Meeting

A background image showing a group of business professionals in an office setting. A man in a dark suit and striped tie is on the left, holding a white coffee cup. A woman in a dark blazer is on the right, holding a smartphone and looking at it. In the foreground, a hand is pointing at a tablet displaying a document with a large circular graphic. Another white coffee cup is visible on the right.

## Utah Open & Public Meetings Act

# Scenarios



1. You want to hold a meeting tomorrow. What must you do?



2. A board member sends a group text during a meeting. Is this allowed?



3. You're planning a closed session. What vote is required?



4. A public comment raises a new topic. Can you act on it?

# Challenges



1. What defines a quorum?



2. How soon must approved minutes be posted?



3. Can public comment lead to board action if not on the agenda?



4. What must be included in written minutes?

# Risks



1. Emergency declared—skip notice rules but explain why.



2. Public demands anchor location—do you comply?



3. Board member absent—do you still have quorum?



4. Technical failure during electronic meeting—what now?



# Key Definitions



Meeting: Gathering of a public body with quorum to act on relevant matters.



Quorum: Simple majority of the membership.



Relevant Matter: Within scope of authority of the public body.



Electronic Meeting: Requires policy, notice, and anchor location (with exceptions).



Closed Session: Requires 2/3 vote and specific permissible reasons.

A background image showing a group of people's hands raised in a circle, suggesting a meeting or a collaborative effort. The image is faded and serves as a backdrop for the central text.

Governance  
≠  
Management

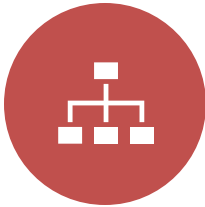
# Governance Is...



1. Board Members Govern, Not Manage
2. Provide Oversight of Finances
3. Oversight of Accountability of Academic Achievement
4. Charter Adherence
5. Develop Policies

# Governance is NOT...

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MANAGING DAY-TO-DAY  
OPERATIONS.



EXECUTING PROGRAMS  
AND ACTIVITIES TO  
ACHIEVE GOALS SET BY  
BOARD.



IMPLEMENTING  
CURRICULUM



MANAGING HUMAN  
RESOURCES



PROVIDING LEADERSHIP  
AND SUPPORT TO  
TEACHERS & STAFF



ENSURING COMPLIANCE  
WITH POLICIES AND LAWS

# A Board Member Should...

Study	Study every agenda & its supporting documents Gather information before a meeting to try and resolve problems & complaints
Develop	Develop thoughtful answers to significant issues & policies Know & follow board policies that govern meeting procedures
Open Mind	Keep an open mind in board deliberations
Confidential	Respect confidentiality of information made available in closed sessions
Private	Never leak information to family or friends
Ask	Don't be afraid to ask questions

# Are We Governing or Managing?

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**Does the Board....**

- ☐ **Prioritize decisions or get overwhelmed with administrative matters? Involve the director with policy making decisions?**
- ☐ **Receive effective leadership in form of information, advice & recommendations on board actions?**
- ☐ **Understand and support the director?**
- ☐ **Have mutual trust & respect with the director?**
- ☐ **Feel adequately informed about problems, progress, accomplishments & needs?**
- ☐ **Involve themselves in personnel management?**

# The Goal of a Board

Governance  Set strategic direction & provide oversight

Management  Execute strategies & manage day-to-day operations

Collaboration + Communication = Achieve overall mission & goals

# Scenario – Traffic Complaints

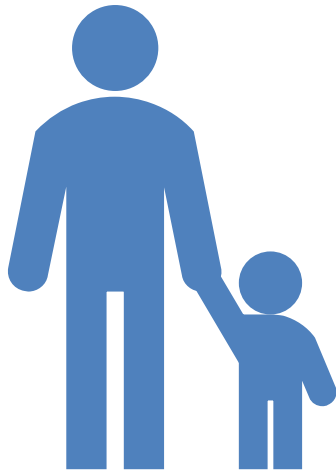
A neighbor complains about car pickup/drop-off. What do you do?



- A. Refer them to the director
- B. Bring it up at the board meeting
- C. Invite them to speak during public comment



# Scenario – Bullying Concern



Your child is being bullied. What's your role?

- A. Threaten the teacher
- B. Meet with the director as a board member
- C. Discuss at board meeting
- D. Follow grievance policy as a parent

# Clarifying Roles

When speaking to the  
Director:

- Say: “I’m meeting with you today as a parent.”
- Follow the grievance policy steps.



# Scenario – Lunch Schedule

Parent emails you about lunch timing.  
How should the Board Chair respond?

- A. Refer to grievance policy
- B. Ask if they've spoken to admin
- C. Treat it as a management issue
- D. Notify the director

# Scenario – Dress Code Demands

Parent demands they comment on the dress code during public comment.

A) Make a motion to change policy

B) Thank them and move on

## Board Rules of Order



No action on non-agenda items



No public comment on personnel issues



Disruptions = removal from meeting

# Communication Tips



ENGAGE STAKEHOLDERS  
RESPECTFULLY



CLARIFY WHEN YOU'RE  
SPEAKING AS A PARENT VS.  
BOARD MEMBER



YOUR VIEWS  $\neq$  BOARD'S  
VIEWS



Thank you for volunteering your time  
to help your director, students, and  
staff.

# Thank You!



# Price Quote

100 S. Mill Ave  
Suite 1700  
Tempe, AZ 85281  
877-725-4257

Quest Academy  
290 North Flint St  
Corinne UT 84307  
United States

Date	8/4/2025
Quote No.	Q-115606
Acct. No.	12219144
Total	31,298.25
Pricing Expires	08/09/2025

Payment Term	Contract Start	Contract End
Net 30	8/1/2025	7/31/2026

Site	Description	End Date	Qty
Quest Academy	Edgenuity Academic Integrity	07/31/2026	1
	IS 10-Month Single Course Reusable Enrollment- \$750 Each	05/31/2026	25
	Edgenuity 6-12 Comprehensive District-Wide License	07/31/2026	1

Subtotal	30,450.00
Tax Total	848.25
Total	31,298.25

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at [www.imaginelearning.com/standard-terms-and-conditions](http://www.imaginelearning.com/standard-terms-and-conditions), may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Please note that the paper used in our products and the paper and components included in our science and math kits are sourced from suppliers that may become subject to tariffs. While we are actively managing our supply chain to minimize the effect of any tariffs that may be imposed, we reserve the right to apply a tariff surcharge to offset increased costs if necessary. We will provide thirty (30) days advance notice regarding the imposition of any such surcharges.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to [AR@imaginelearning.com](mailto:AR@imaginelearning.com) or fax to 480-423-0213.

## Quest Academy

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Imagine Learning Representative

Michael Bullock  
Account Executive -  
[michael.bullock@imaginelearning.com](mailto:michael.bullock@imaginelearning.com)  
[imaginelearning.com](http://imaginelearning.com)



**Quest Academy**  
**Statement of Financial Position**  
**As of 7/31/25**

	07/01/2025 - 07/31/2025	Year Ending 06/30/2025
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash		
Cash		
8111-01F-001 - QA ZB OP	1,324,163	1,163,966
8112-01F-001 - Zions Bank - Petty Cash - QA	10,683	7,597
Total Cash	1,334,846	1,171,563
Investments		
8120-01F-001 - PTIF - QA	8,244,644	8,213,467
8120-01F-002 - PTIF - USDA - QA	619	617
Total Investments	8,245,263	8,214,084
Operating Cash	9,580,109	9,385,647
Accounts Receivables		
8133 - State	248,679	304,082
8134 - Federal	215,662	215,662
8139 - Other Receivables	8,477	7,133
Total Accounts Receivables	472,818	526,877
Total Current Assets	10,052,927	9,912,524
Restricted Cash		
8119-01F-006 - 2017 Debt Service	272,364	203,468
8119-01F-007 - 2017 Reserve Account	783,700	783,700
8119-01F-009 - 2017 R&R	100,000	100,000
8119-01F-010 - 2017 Expense Fund	21,219	41,278
Restricted Cash	1,177,283	1,128,446
Net Assets		
Fixed Assets		
8202 - Furniture, Fixtures & Equipment	1,296,297	1,296,298
8204 - Computer Hardware	743,462	743,461
8206 - Capital Improvements	2,074,394	2,074,395
8210 - Land	1,373,451	1,373,451
8220 - Buildings	12,090,045	12,090,045
8221 - Construction in Progress	12,500	12,500
8320 - Lease -Building	253,763	253,763
Total Fixed Assets	17,843,912	17,843,913
Depreciation	(5,678,662)	(5,678,663)
Total Net Assets	12,165,250	12,165,250
<b>Total Assets &amp; Other Debits</b>	<b>23,395,460</b>	<b>23,206,220</b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities		
9510 - Accounts Payable	5,173	207,355

9510-001 - Accounts Payable	0	13,360
9530 - Accrued Liabilities	569,080	569,081
9540 - Accrued Salaries and Withholdings	240,525	240,836
9540-001 - Accrued PTO	26,695	26,695
Total Current Liabilities	<u>841,473</u>	<u>1,057,327</u>
Long-Term Liabilities		
9620-01F-005 - Bonds-Series 2017	11,165,000	11,165,000
9620-01F-006 - 2017 Net Reoffering Premium	326,302	326,302
9630-001 - Lease Liabilities	326,528	326,527
Total Long-Term Liabilities	<u>11,817,830</u>	<u>11,817,829</u>
Fund Balance	<u>10,525,937</u>	<u>9,137,083</u>
Net Income	<u>405,093</u>	<u>1,388,855</u>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>23,590,333</u></b>	<b><u>23,401,094</u></b>

**Quest Academy**  
**Statement of Activities**  
**For the period ended July 31, 2025**

	<b>Annual</b>
	<b>June 30, 2026</b>
	<b>Budget</b>
<b>Income</b>	
Revenue From Local Sources	
1510 - Interest on Investments	400,000
1610 - Sales to Students	200,000
1620 - Sales to Adults	5,000
1743 - Curricular Activity Fees	0
1745 - Co-Curricular Activity Fees	0
1747 - Extra-Curricular Activity Fees	30,000
1910 - Rentals	15,000
1920 - Contributions and Donations From Private Sources	50,000
1990 - Miscellaneous	20,000
1990-001 - Field Trips	5,000
Total Revenue From Local Sources	725,000
Revenue From State Sources	
3005 - Regular School Programs K	400,000
3010 - Regular School Programs 1-12	3,827,615
3100 - Restricted Basic School Programs	1,645,190
3200 - Related to the Basic Programs	4,159,461
3400 - Other Programs	881,171
3500 - One-time Funding	513,563
3800 - Non-MSP State Revenues (via USBE)	53,000
Total Revenue From State Sources	11,480,000
Revenue From Federal Sources	380,000
Total Income	12,585,000
<b>Expenses</b>	
Instruction/Salaries	
0121 - Salaries - Principals and Assistants	505,000
0131 - Salaries - Teachers	4,690,300
0132 - Salaries - Substitute Teachers	100,000
0142 - Salaries - Guidance Personnel	55,000
0145 - Salaries - Media Personnel - Licensed	50,000
0152 - Salaries - Secretarial and Clerical Personnel	190,000
0161 - Salaries - Teacher Aides and Para-Professionals	995,000
0182 - Salaries - Custodial & Maintenance Personnel	50,000
0184 - Salaries - Administrative Technology Personnel	74,500
0191 - Salaries - Food Services Personnel	216,000
Total Instruction/Salaries	6,925,800
Employee Benefits	
0220 - Social Security	508,000

0240 - Group Insurance	165,000
0270 - Industrial Insurance	22,500
0280 - Unemployment Insurance	84,500
0290 - Other Employee Benefits	<u>395,000</u>
Total Employee Benefits	1,175,000
Purchased Prof & Tech Serv	
0320 - Professional - Educational Services	250,000
0330 - Professional Employee Training and Development	25,000
0340 - Other Professional Services	50,000
0345 - Business Services	500,000
0350 - Technical Services	<u>145,000</u>
Total Purchased Professional & Technical Services	970,000
Purchased Property Services	
0411 - Water/Sewage	25,000
0412 - Disposal Service	25,000
0422 - Snow Removal Services	20,000
0424 - Lawn Care Services	20,000
0430 - Repairs & Maintenance Services	65,000
0441 - Rental of Land & Buildings	75,000
0443 - Rental of Computers & Related Equipment	20,000
0450 - Construction Services	100,000
0490 - Other Purchased Property Services	<u>30,000</u>
Total Purchased Property Services	380,000
Other Purchased Services	
0513 - Student Transportation Services - Commercial	15,000
0518 - Student Day Trips/Field Trips (includes Admission Charges)	7,500
0521 - Property Insurance	25,000
0522 - Liability Insurance	25,000
0530 - Communication (Telephone & Other)	15,000
0540 - Advertising	5,000
0561 - Student Tuition to other LEAs In State	1,500
0580 - Travel/Per Diem	<u>6,000</u>
Total Other Purchased Services	100,000
Supplies & Materials	
0610 - General Supplies	300,000
0610-001 - Furniture and Fixtures (not capitalized)	15,000
0621 - Natural Gas	45,000
0622 - Electricity	85,000
0630 - Food	375,000
0641 - Textbooks	50,000
0642 - E-Textbooks / Online Curriculum	150,000
0644 - Library Books	2,500
0650 - Supplies - Technology Related	300,000
0670 - Software	50,000
0680 - Maintenance Supplies and Materials	<u>35,000</u>
Total Supplies & Materials	1,407,500
Property	
0710 - Land and Site Improvements	<u>200,000</u>
Total Property	200,000

Debt Services & Miscellaneous	
0810 - Dues and Fees	60,000
0830 - Interest	481,700
0840 - Redemption of Principal	300,000
Total Debt Services & Miscellaneous	<u>841,700</u>
Total Expenses	<u>12,000,000</u>
<b>Total Net Income</b>	<b><u><u>585,000</u></u></b>

**Year-to-Date**

**July 31, 2025**

Actual	% of Budget
36,149	9.0 %
265	0.1 %
0	0.0 %
415	0.0 %
1,400	0.0 %
12,480	41.6 %
200	1.3 %
2,361	4.7 %
100	0.5 %
60	1.2 %
53,430	7.4 %
33,894	8.5 %
326,762	8.5 %
136,622	8.3 %
346,632	8.3 %
57,380	6.5 %
156,723	30.5 %
0	0.0 %
1,058,013	9.2 %
0	0.0 %
1,111,443	8.8 %

23,119	4.6 %
20,830	0.4 %
0	0.0 %
(50)	(0.1) %
169	0.3 %
13,443	7.1 %
(461)	0.0 %
3,386	6.8 %
6,417	8.6 %
88	0.0 %
66,941	1.0 %
4,442	0.9 %

2,163	1.3 %
286	1.3 %
(444)	(0.5) %
0	0.0 %
<hr/>	
6,447	0.5 %
0	0.0 %
395	1.6 %
1,549	3.1 %
67,709	13.5 %
420	0.3 %
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70,073	7.2 %
883	3.5 %
1,522	6.1 %
0	0.0 %
0	0.0 %
2,232	3.4 %
7,516	10.0 %
4,439	22.2 %
0	0.0 %
2,018	6.7 %
<hr/>	
18,610	4.9 %
0	0.0 %
0	0.0 %
0	0.0 %
0	0.0 %
1,220	8.1 %
0	0.0 %
0	0.0 %
1,601	26.7 %
<hr/>	
2,821	2.8 %
23,660	7.9 %
3,959	26.4 %
71	0.2 %
5,192	6.1 %
0	0.0 %
0	0.0 %
10,280	6.9 %
0	0.0 %
599	0.2 %
22,556	45.1 %
4,076	11.6 %
<hr/>	
70,393	5.0 %
0	0.0 %
<hr/>	
0	0.0 %

5,202	8.7 %
0	0.0 %
0	0.0 %
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5,202	0.6 %
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240,487	2.0 %
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<b>870,956</b>	<b>148.9 %</b>
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## QA 08.12.2025 Policy Summary Sheet

### Amending Kindergarten Toilet Training Policy

HB 76 from the 2025 legislative session amended the toilet training requirement to apply to all students before enrolling in public school, not just kindergarten students. HB 76 also amended the exemption to this requirement, specifying that there should be an exemption from the requirement for a student who is not able to be toilet trained before enrolling “because of a condition that is subject to federal child find requirements or described in an IEP or Section 504 accommodation plan” (previously the law did not refer to child find requirements).

The Kindergarten Toilet Training Policy has been renamed the “Toilet Training Policy” and has been revised to apply to all students before they enroll. The revisions also contemplate the administration establishing administrative procedures to address steps the school must take in the event a student is not toilet trained. Such steps are no longer required to be in a policy. Updated administrative procedures have been drafted and will be finalized by administration when the state has completed changes to its toilet training rule (R277-631).

### Amending Meal Charge Policy

HB 100 from the 2025 legislative session requires schools that participate in the National School Lunch Program to provide free lunch to students who qualify for reduced-price meals. Under this new law, the USBE will, subject to legislative appropriations, reimburse schools for each free lunch served to reduced-priced students. The reimbursements will be in a dollar amount equal to the difference between the federal reimbursement rates for a lunch and a reduced-price lunch, as determined annually by the USDA. The school’s Meal Charge Policy has been amended to reflect this new law. Some other changes have been made to the policy to be consistent with the school’s practices, including setting the negative meal account balance threshold to -\$10.

### Amending Electronic Resources Policy

SB 178 from the 2025 legislative session prohibits students from using cellphones, smart watches, or emerging technologies at school during classroom hours unless:

- It is to respond to an imminent health or safety threat, to respond to a school-wide emergency, to use the SafeUT Crisis Line, for a student’s IEP or Section 504 accommodation Plan, or to address a medical necessity; or
- The school establishes a policy that allows the students to use cellphones, smart watches, or emerging technologies during classroom hours.

The Electronic Resources Policy has been revised to address the exceptions noted above. Some other minor changes have been made as well.

**Quest Academy**  
**Attendance Policy**  
**Approved: October 10, 2023**

**POLICY**

Quest Academy (the “School”) is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences and tardiness result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student’s permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

The School intends for this policy to be consistent with the provisions of Utah’s compulsory education laws, Utah Code Ann. §§ 53G-6-201 through 53G-6-211, as well as Utah Administrative Code Rule R277-607.

The Principal will establish attendance procedures consistent with this policy and applicable law and will ensure that the policy and procedures are distributed to parents.

**Review**

The School’s Board of Directors shall review this policy regularly.

## Quest Academy

### Parent & Family Engagement Policy

#### PURPOSE

In support of strengthening student academic achievement, Quest Academy (the “School”) receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116 of the Every Student Succeeds Act (the “ESSA”). This policy establishes the School’s expectations and objectives for meaningful parent and family involvement, describes how the School will implement a number of specific parent and family engagement activities, and is incorporated into the School’s plan submitted to the state pursuant to Section 1112 of the ESSA. The purpose of an effective parent and family engagement policy is to improve all students’ academic achievement.

#### POLICY

The School agrees to implement the following requirements as outlined by Section 1116 of the ESSA:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of this policy and the joint development of the targeted assistance or schoolwide program plan.
- Update this policy periodically to meet the changing needs of parents and the School, distribute it to the parents and family members of participating children, and make this policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format and, to the extent practicable, in a language parents understand.
- If the targeted assistance or schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments with such plan when the School submits the plan to the state.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
  - ✓ *Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*
    - ★ *That parents play an integral role in assisting their child’s learning;*

- ★ *That parents are encouraged to be actively involved in their child's education at school;*
- ★ *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees (if any) to assist in the education of their child; and*
- ★ *The carrying out of other activities, such as those described in Section 1116 of the ESSA.*

### Required Policy Components

Below is a description of how the School will implement or accomplish each of the following components required by Section 1116 of the ESSA:

- Joint Development of Policies, Plans, Compact, and Programs. The School will take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I policies, plans, compact, and programs:
  - ✓ Distribute a copy of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet. The policy and school-parent compact will also be posted on the School's website.
  - ✓ Notify parents and family members of an annual meeting where parents and family members will be informed about the School's participation in and the requirements of Title I programs.
  - ✓ Hold other parent and family meetings during the school year to provide parents and family members with ongoing information, training, and materials to help them work with their children in the areas such as literacy, numeracy, and technology.
  - ✓ Hold parent-teacher conferences at least annually, where student achievement, behavior, and/or the school-parent compact will be reviewed and discussed.
  - ✓ The School and state websites will provide parents with information related to expected student proficiency levels.
  - ✓ The School website will provide parents with a description and explanation of the School's curriculum, mission, calendar information, policies, and opportunities for school and parent interaction.
  - ✓ Conduct an annual review and evaluation of this policy, the school-parent compact, and targeted assistance or schoolwide program plan. As part of the annual review and evaluation, the School will consider, and implement if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve this policy and the associated compact and plan. Suggestions or feedback may be provided to the School in the form of results from the School's needs assessment and evaluation given to parents, comments made by parents and family members in meetings at the School and during parent-teacher conferences, or through other means.
- Communications. The School will take the following actions to provide parents and family members timely information about the Title I programs in which the School participates:

- ✓ Distribute a copy of the updated version of this policy and the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
  - ✓ Provide information related to the Title I programs, meetings, and other activities to the parents of participating children in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.
- School-Parent Compact. The School's school-parent compact outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the state's high standards. The School will review the school-parent compact with parents of participating children by doing the following:
    - ✓ Distributing a copy of the updated version of the school-parent compact to parents and family members at the beginning of each school year through appropriate channels, such as the registration packet.
    - ✓ Obtaining all parties' signatures (electronic or written) on each school-parent compact on an annual basis.
    - ✓ Encouraging parents to review the school-parent compact with their children on a regular basis.
    - ✓ Considering, and implementing, if appropriate, any suggestions or feedback provided by parents and family members on how the School can improve its school-parent compact.
  - Reservation of Funds. The School currently does not receive Title I allocations of \$500,000 or more. In the event the School's Title I allocations reach or exceed \$500,000 in the future, the School will follow the requirements in Section 1116(a)(3) of the ESSA.
  - Coordination of Services. The School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
  - Building Capacity of Parents. The School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the School and the community to improve student academic achievement through the following:
    - ✓ Providing opportunities for discussion with parents about the School's curriculum, forms of academic assessment used to measure student progress, and achievement levels of the challenging state academic standards.
    - ✓ Engaging parents with materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.

- ✓ Giving parents information at parent-teacher conferences about their student's state core testing and other appropriate curriculum based assessments.
  - ✓ Providing progress reports to parents to communicate their student's academic performance throughout the school year.
  - ✓ Facilitating communication between parents and School personnel through the School's LAND Trust Committee.
  - ✓ Scheduling School meetings, as well as parent-teacher conferences, in a way that will maximize parent and family member involvement and participation.
  - ✓ Gathering, on an annual basis, input from parents through a variety of methods. For example, parent surveys, needs assessments, conversation, parent-teacher conferences, and School activities.
  - ✓ Providing assistance to parents, as appropriate, in understanding topics such as the following:
    - ★ The challenging state's academic standards;
    - ★ The state and local academic assessments, including alternate assessments;
    - ★ The requirements of Title I, Part A;
    - ★ How to monitor their child's progress; and
    - ★ How to work with educators to improve the achievement of their child.
- Building Capacity of School Staff. The School will, with the assistance of parents, provide training to educate teachers, specialized instructional support personnel, principals/directors and other School leaders, and other staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; and how to build ties between parents and the School. The School may accomplish this training through in-person trainings and/or through the utilization of online print and video resources. The School may also provide other reasonable support for parent and family engagement activities under Section 1116 as parents may reasonably request.

### Parents and Family Members of Children Learning English

Any time this policy references "parents," "family," or "family members," it includes parents and family members of students who are English language learners, regardless of the prevalence of children English language learners in the geographic area in which the School is located.

The School may seek assistance from community organizations to assist the School in communicating with parents and family members of students who are English language learners. If the School provides such assistance, it will try to determine the method of communication preferred by the parents and family members of students who are English language learners.

### **Review**

The School will annually review and evaluate this policy, the school-parent compact, and the targeted assistance or schoolwide program plan to determine their effectiveness in improving the academic quality of the School and academic achievement of its students. Results of the annual

review and evaluation will be used to design strategies for more effective parent and family engagement.

**Quest Academy**  
**Electronic Resources Policy**  
**Approved:** \_\_\_\_\_

Deleted: June 14, 2022

**PURPOSE**

Quest Academy (the “School”) recognizes the value of computer and other electronic resources to facilitate student learning and help the School’s employees accomplish the School’s mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students’ and employees’ use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources. This policy should ensure such safe and responsible use and to comply with Utah Administrative Rule R277-495, [Utah Code § 53G-7-227](#), [Utah Code § 53G-7-1001 et seq.](#), the Children’s Internet Protection Act, and other applicable laws.

**Electronic Devices**

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today’s society. The School seeks to ensure that using electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees.

**Definitions**

“**Electronic device**” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including [but not limited to: a cell phone or smart phone, a smart or electronic watch, a tablet, or a virtual reality device.](#)

“**Instructional time**” means the hours during the School day designated by the School for class instruction.

“**Privately-owned electronic device**” means an electronic device that is not owned or issued by the School to a student or employee, [including any emerging technology \(which includes any device that has or will be able to act in place of or as an extension of an individual’s cell phone\).](#)

“**School day**” means the hours that make up the School day according to the School’s schedule.

“**School-owned electronic device**” means an electronic device that is owned, provided, issued, or lent by the School to a student or employee.

“**School-sponsored activities**” means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.



### Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during the School day and during School-sponsored activities under the following standards:

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Privately-owned electronic devices may be used before and after school hours and in the hallways during student passing periods.
- Privately-owned electronic devices may only be used in the classroom at the teacher's discretion and according to standards established by the teacher.
- Students may not leave class to use a privately-owned electronic device.
- Privately-owned electronic devices may not disrupt the class.
- Privately-owned electronic devices may not be used when a student is not in the classroom and classes are in session or during an assembly unless the use is under the direction of a teacher.
- Privately-owned electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during all class quizzes, tests and standardized assessments.

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### Exceptions

The Principal may give permission for a student to possess and use a privately-owned electronic device for good cause if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

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Parents may request that the Principal allow a student to possess and use a privately-owned electronic device on active mode during the School day and during School-sponsored activities, except for during tests and standardized assessments, for good cause, including medical needs or unusual family situations. Students may use a privately-owned electronic device to address a medical necessity.

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A student may possess and use a privately-owned electronic device on active mode during the regular School day and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or for other legitimate circumstances determined by the Principal.

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Privately-owned electronic devices may be possessed and used if an emergency occurs during the limited period of the emergency to protect the safety of a student or School employee, visitor or volunteer. This includes using a privately-owned electronic device to respond to an imminent threat to health or safety of an individual or to respond to a School-wide emergency.

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Students may use a privately-owned electronic device during the School day and during School-sponsored activities to use the SafeUT Crisis Line.

Parents may make other individualized requests for exceptions to this policy to the Principal.

### **Consequences for Violation**

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes violating the School's Student Conduct and Discipline Policy or Bullying and Hazing Policy or at the discretion of the Principal. On the second violation of this policy, if the violation involves a privately-owned electronic device, the privately-owned electronic device will be confiscated, labeled, and held in a secure location. The Principal, teachers, and other individuals designated by the Principal may confiscate privately-owned electronic devices under this policy.

Despite the foregoing, a privately-owned electronic device may be confiscated after an initial or other violation of this policy if the violation is deemed serious by the Principal, teacher, or another individual designated by the Principal. Serious violations include but are not limited to a student using a privately-owned electronic device to:

- Threaten, harass, bully, or intimidate another person;
- Access pornography or obscene material;
- Engage in academic dishonesty;
- Participate in criminal behavior; or
- Repeatedly or egregiously disrupt classroom or other School instruction.

An individual other than a student that finds or confiscates a privately-owned electronic device may search the device to determine the device's owner. Students may not search privately-owned electronic devices that do not belong to them. Privately-owned electronic devices used inappropriately may be subject to search by the Principal or other individuals designated by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. School-owned electronic devices may be searched at any time by School officials, with or without cause.

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The School is not responsible for loss, damage or theft of any privately-owned electronic devices. The School will reasonably try to notify parents/guardians if the School has confiscated a student's privately-owned electronic device. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain unretrieved privately-owned electronic devices until the end of the School year, at which the devices will be disposed of to ensure that no data stored on the device may be retrieved.

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The Principal may, subject to applicable law, impose additional disciplinary consequences for a student's violation of this policy, considering the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian placed in the student's file

- Detention
- In-School suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School may contact law enforcement if School employees believe that a student has used an electronic device for a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

#### **Notice of the Policy**

The School will make [this policy](#) accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

**Deleted:** the Electronic Resources Policy and these procedures ...

[Complaints about this policy or its enforcement, or complaints about observed behavior regarding this policy, should be addressed in accordance with the School's grievance policies.](#)

#### **Other Provisions**

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas. [Violations of this may subject students to discipline, and any suspected illegal activity may be reported to law enforcement.](#)

Students bring privately-owned electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged privately-owned electronic devices.

Students are responsible for their privately-owned electronic devices and may be subject to discipline if their device is misused by another.

Parents, guests and visitors to the School may use privately-owned electronic devices at School and at School-sponsored activities only under rules established by the Principal. Such individuals who use the School's electronic resources, including the School's equipment, services, or connectivity, whether on or off School property, may not use such resources to access inappropriate material or information.

### **Internet Safety**

It is the School's policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of

minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

**"Technology Protection Measure"** means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1- Obscene, as that term is defined in section 1460 of title 18, United States Code.
- 2- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- 3- Harmful to minors.

**"Harmful to Minors"** means any picture, image, graphic image file, or other visual depiction that:

- 1- Taken as a whole and regarding minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2- Depicts, describes, or represents, in a patently offensive way regarding what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**"Sexual Act"** and **"Sexual Contact"** have the meanings given such terms in section 2246 of title 18, United States Code.

### **Access to Inappropriate Material**

To the extent practical, the School will employ technology protection measures (or "Internet filters") to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School's network or by School-owned electronic devices.

As required by the Children's Internet Protection Act, blocking shall apply to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all School employees to educate, supervise and monitor appropriate usage of the School's online computer network and access to the Internet under this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. This includes educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The School will also provide information regarding these matters to parents/guardians.

## **Student Acceptable Use of School Electronic Resources**

The School provides various electronic resources to students. These resources include computers and other electronic devices and related software and hardware and the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. With this access comes the availability of materials that may be inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials and use of the Internet and other electronic resources is monitored as well.

To use the School's electronic resources, students must abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy for their use of the School's electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may cause missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources for a violation of criminal law, and criminal penalties may arise from

inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what constitutes acceptable use.

The Principal shall ensure that additional rules and procedures regarding students' use of the School's electronic resources are established and communicated to students and their parents/guardians. The Principal shall ensure that students receive appropriate training regarding these rules and procedures.

### **Staff Acceptable Use of School Electronic Resources**

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy shall govern employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment.

#### **At-Will Employment**

Nothing in this policy creates additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

#### **The School's Rights**

It is the School's policy to maintain an environment that promotes safe, ethical and responsible conduct in all activities involve the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well-being of students and to preserve the integrity of its electronic resources. The School's rights with its electronic resources include but are not limited to:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage, including but not limited to restricting online destinations through software or other means.

6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by this policy or other direction governing using the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

#### **Employees' Responsibilities Regarding Students' Use of Electronic Resources**

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources shall educate students on appropriate use of the School's electronic resources. Such employees shall reasonably try to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become familiar with the Internet and using the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

#### **User Responsibilities**

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. To maintain this privilege, users must agree to comply with this policy. Users aware of any violation of this policy by any employee must report the violation to the Principal. Employees are responsible for any School electronic resources issued to them and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately-owned electronic devices at School or at School-sponsored activities under rules and procedures established by the Principal. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of this policy is grounds for discipline, up to and including termination. The School may also notify law enforcement, and such actions may subject an employee to criminal penalties.

#### **Acceptable Use**

Standards for acceptable use of the School's electronic resources include but are not limited to:

1. All use of the School's electronic resources, including but not limited to computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must try to protect the privacy of students, School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.

4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate judgment and common sense when transporting files to and from school, remembering copyright and other legal issues, and ensuring the non-School files that are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must take reasonable precautions to protect the School's electronic resources to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources follow the intent of this policy.

#### **Unacceptable Use**

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Personal electronic devices may only be connected to the School's network with appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of R277-487 and the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources.
10. Use of the School's electronic resources to threaten or impair the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Principal or designee.



13. Use of any software on the School's electronic resources in violation of the license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Principal).
15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Principal or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.
22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Principal or designee.
24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

**Disclaimer**

1. The School cannot be held responsible for information that is retrieved via the network.
2. Under the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) regarding:
  - o The content of any advice or information received by a user, or any costs or charges incurred because of seeing or accepting any information;
  - o Any costs, liability, or damages caused by the way the user uses his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

### **Privacy**

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, and any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this policy.

### **Training**

The School will provide, within the first 45 days of each school year, a [School-wide or in-classroom training](#) to employees and students that covers:

- The contents of [this policy](#);
- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of [this policy](#);
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and
- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code [76-5c-402](#).

This policy will be reviewed regularly to ensure that it continues to meet the School's needs.

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**Staff Acceptable Use of School Electronic Resources  
Acknowledgement of Receipt and Understanding**

I certify I have read and fully understand the contents of the School's policies regarding use of the School's electronic resources. I have been given the opportunity to discuss any information contained in the policies or any concerns I may have. My employment and continued employment are based in part upon my willingness to abide by and the School's policies, rules, regulations and procedures. The School reserves the right to modify or amend its policies without prior notice. These policies create no promises or contractual obligations between the School and its employees and that my employment with the School continues to be at will. My signature below certifies my knowledge, acceptance and adherence to the School's policies, rules, regulations and procedures regarding its electronic resources. Violation of these policies may be grounds for discipline, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

**Quest Academy**  
**Toilet Training Policy**  
**Approved:**

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**Deleted:** 08.13.2024

**PURPOSE**

The purpose of this policy is to establish the toilet training requirements for students at Quest Academy (the “School”).

**Deleted:** kindergarten

**DEFINITIONS**

“Toilet trained” means that a student can:

- (a) communicate the need to use the bathroom to an adult;
- (b) sit down on a toilet;
- (c) use the toilet without assistance;
- (d) undress and dress as necessary; and
- (e) tend to personal hygienic needs after toileting.

If an accident occurs, a “toilet trained” child can independently tend to hygienic needs and change clothes.

A student is not “toilet trained” if the student does not meet the criteria above or has accidents with sufficient frequency to impact the educational experience of the student or the student’s peers, as determined by the School.

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**POLICY**

General Rule

As required by Utah Code § 53G-7-203 and R277-631, the School shall not enroll a student unless the student is toilet trained.

**Deleted:** in kindergarten

Exceptions

The School may enroll a student who is not able to be toilet trained because of a suspected disability that:

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- (a) is subject to federal child find requirements; or
- (b) is described in an IEP or Section 504 plan.

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Assurance

The School shall, as part of its enrollment process, require the parent of an incoming student to complete an assurance as to whether the student is toilet trained.

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Administrative Procedures

The Principal shall establish administrative procedures regarding steps that School shall take in the event a student is not toilet trained.

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## Quest Academy Meal Charge Policy

Approved:

Deleted: June 13, 2017

### POLICY

In accordance with state and federal law, Quest Academy Charter School adopts the following policy to ensure school employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the over identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Children participating in the [National School Breakfast Program](#) or National School Lunch Program may qualify for free meals or purchase meals at a subsidized cost, at either the reduced price or paid rate. Free, reduced price or paid meal charges are based on an individual or household eligibility based on household size and income as set by the Federal poverty guidelines or participation in specific programs (SNAP TANF/FED, FDIPIR or Medicaid).

Parents and /or guardians of students may apply for free or reduced meals on Quest Academy's website for the current school year. Applications must be submitted annually.

### Payment of Meals

The goal of Quest Academy Charter School is to provide students with healthy meals each day in an effort to establish a foundation for healthy living and learning. Quest Academy's Food Services Department makes affordable, healthy and nutritious [meals](#) available. It is the responsibility of a student's parents to provide meals either by supplying food from home, by sending money to school so that the school can supply a meal, or by applying for meal assistance through the free and reduced meal program.

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However, unpaid charges place a large financial burden on the Food Services Department. The purpose of this policy is to [ensure](#) compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

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The intent of this policy is to establish uniform meal account procedures throughout Quest Academy. The [meal charge](#) provisions of this policy pertain to regular-priced school meals [\(breakfast and lunch\)](#) and to reduced-price school breakfast meals only. [The meal charge provisions of this policy do not apply to free meals, nor do they apply to reduced-price lunches.](#)

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When a [student's meal account](#) balance reaches \$0.00, a student may charge no more than [\\$10.00](#) to [their](#) account. When a [meal](#) account reaches this [negative \\$10.00](#) limit, a student shall not be allowed to charge further meals until the negative account balance is paid. [Parents of full-pay students](#) should ensure their student is sent with a home lunch [\(and breakfast, if applicable\)](#) until

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their meal account is brought current. Parents of students receiving reduced-price meal benefits are not required, as explained below, to pay for lunch at school, regardless of their meal account balance; however, they are required to pay for breakfast at school, and should therefore ensure that their student eats breakfast at home or brings a breakfast to school, if applicable, until their meal account is brought current. When a student's meal account reaches any negative balance, a student or patron shall not be allowed to charge any a la carte items (such as extra milk) until the negative account balance is paid. Families may add money to a student's meal account at any of the school offices or on Quest Academy's website.

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Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. In addition, per Utah Code § 53F-2-423, students who qualify for reduced-price lunch under the National School Lunch Program shall not be denied a reimbursable lunch and are not required to pay for reimbursable lunches at the school.

Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

#### Negative Account Balances

Parents/Guardians are responsible for payment to the food service program. Payments for meals should be paid in advance via Quest Academy's website or in the school office with cash, check or credit card. The school will make reasonable efforts to notify families when meal account balances are low. Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance reaches a negative standing. Families will be notified by email, phone, letter, or text message. Negative balances not paid prior to the end of the school year will be turned over to administration for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price meals for their child.

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#### Checks Returned for Non-Sufficient Funds (NSF)

When a check is returned to Quest Academy for "NSF," a letter will be sent to inform the parent(s) from the Food Service Director. Payment for the NSF check must be in the form of cash, a cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to Quest Academy and sent to the Food Service office. The penalty fee and the amount of the check will be deducted from the child/children's meal account immediately upon notice from the bank and the above-mentioned rules will take effect. Second requests will follow the above-mentioned collection process.

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#### Refunds for Withdrawn and Graduating Students



| A written request for a refund of any money remaining in their [meal](#) account must be submitted.  
| An email request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer their funds to a sibling's [meal](#) account with a written request.

#### **Unclaimed Funds**

Unclaimed Funds must be requested within one school year. Unclaimed funds after that time will then become the property of Quest Academy Charter School.