

# Hawthorn Academy

## Board of Directors Meeting

**Date:** September 10, 2025

**Time:** 8:45AM

**Location:** 9062 S 2200 W, West Jordan UT 84088



Our mission is to provide an exciting and enabling learning environment where students will develop a desire to explore and understand the world around them; be inspired to set and reach personal goals and become lifelong seekers of knowledge. We will provide challenging academics utilizing a proven methodology that will foster students who are responsible citizens, intellectually capable, and competitive in every aspect of society. Students will develop self-respect and self-discipline in a safe and supportive environment.

## AGENDA

### CALL TO ORDER – 8:45AM

### PUBLIC COMMENT – 8:45AM - 8:50AM

### CONSENT ITEMS – 8:50AM - 8:55AM

- 05.28.2025 Board Meeting Minutes
- 06.23.2025 Board Meeting Minutes
- 08.06.2025 Board Meeting Minutes

### REPORTS – 8:55AM – 9:10AM

- Director's Report
  - Early Learning Plan
- Finance Report

### VOTING AND DISCUSSION ITEMS – 9:10AM – 10:00AM

- Skyward Discussion
- Imagine Learning Quote
- LEA Licenses
- Dress Code Policy
- Policies:
  - Electronic Resources Policy
  - Child Abuse & Neglect Policy
  - Toilet Training Policy

### CLOSED SESSION – 10:00AM – 10:10AM

### CALENDARING

- Next Meeting October 8, 2025—South Jordan Campus

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.

**ADJOURN – 10:10AM**

# Hawthorn Academy

## Board of Directors Meeting

**Date:** May 28, 2025

**Location:** 1437 W. 11400 S. South Jordan, UT 84095

**In Attendance:** Tammi Wright, Donald McNeill, Meggen Pettit, Tori Williams, Jamie Dickinson, Janielle Edwards, Heidi Scott

**Others In Attendance:** Floyd Stensrud, Mandy Kartchner, Stacey Phillips, Kim McVey, Chantel Wixon, Krystal Taylor



## MINUTES

---

### CALL TO ORDER

At 8:49AM Tammi Wright called the meeting to order.

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT (limited to three minutes each)

- 2025-2026 Fee Schedule and Fee Waiver Policy

This was the second opportunity for the public to comment on the 2025-2026 Fee Schedule and Fee Waiver Policy. There were no comments.

### REPORTS

- Director's Report
  - Title IX Athletics Report
  - Gifted and Talented Report
  - Positive Behaviors Plan

Floyd Stensrud reviewed the school based mental health grant. Hawthorn Academy opted to not take the gifted and talented grant, no report was needed at this time. Nic Bonham presented a counseling report. The school counseling program includes counselors Nic Bonham (grades 6-9 at West), Melanie Morales (K-5 at West), Shaunae Behunin (K-6 at South), and social worker Meg Cunningham (K-12 at both campuses). Their main focus is on providing tiered support—Tier 1 for all students, Tier 2 for targeted groups, and Tier 3 for intensive help. This past year had its ups and downs; on the bright side, the counselors met their goal to spend more than 80% of their time on direct student support, developed a crisis response plan, and saw a drop in failing grades for 9th graders. For the upcoming year, they plan to be more proactive by starting small study skills groups and early college and career readiness discussions for 9th graders.

- Budget Report
  - Fraud Risk Assessment
  - Annual Commitment to Ethical Behavior

Kim McVey presented the FY25 Fraud Risk Assessment to the board, reporting that Hawthorn Academy scored 375 out of 395 points. Based on the state's criteria, this places the school firmly in the "Very Low" risk category. Board members will also

sign the Annual Commitment to Ethical Behavior to be filed with the Fraud Risk Assessment.

### CONSENT ITEMS

- May 20, 2025, Board Meeting Minutes  
*Meggen Pettit made a motion to approve the May 20, 2025 Board Meeting Minutes. Tori Williams seconded. Motion passed unanimously. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye.*

### VOTING AND DISCUSSION ITEMS

- 2025-2026 Fee Schedule and Fee Waiver Policy
- PTIF Transfer
- Audit Engagement Letter
- Amended 2024-2025 Budget
- Proposed 2025-2026 Budget
- Special Education Services Agreement
- 2025-2026 School Year Calendar
- Teacher Student Success Act Plan
- Sex Education Committee
- Policies:
  - Salary Supplement for Highly Needed Educators Program Policy
  - Paid Parental and Postpartum Recovery Leave Policy

The board held its second opportunity for public comment on the 2025–2026 Fee Schedule and Fee Waiver Policy, which will now move forward for approval. Due to costs associated with the new playground, no PTIF transfer will be made at this time. The board reviewed and accepted the audit engagement letter from Eide Bailly for the fiscal year ending June 30, 2025, covering financial statement audits, student enrollment procedures, and state compliance. The amended 2024–2025 budget was presented with updated projections, followed by the proposed 2025–2026 budget, which outlined anticipated revenues, expenditures, and funding priorities. Adjustments to the Special Education Services Agreement were discussed by Mandy Kartchner and Floyd and found to be mutually agreeable. No changes were made to the 2025–2026 School Year Calendar, and the item was tabled. The board reviewed the 2025–2026 Teacher and Student Success Act (TSSA) Plan, which includes strategic goals, evidence-based strategies for student growth, and professional development efforts aligned with state funding requirements. Attachments included detailed budget allocations for TSSA funds and metrics for evaluating progress toward established student outcomes. The composition of the Sex Education Committee was approved to include teachers, staff, and a health professional. The board reviewed two new policies: the Salary Supplement for Highly Needed Educators (SHiNE) Program Policy, replacing TSSP as of July 1, 2025, and the Paid Parental and Postpartum Recovery Leave Policy, developed to comply with H.B. 192 and aligned with state employee leave standards. Both policies will be added to handbooks.

Meggen Pettit made a motion to approve the following: 2025–2026 Fee Schedule and Fee Waiver Policy; Audit Engagement Letter, authorizing Floyd Stensrud to sign; Amended 2024–2025 Budget; Proposed 2025–2026 Budget; Special Education Services Agreement, with the verbal changes discussed; Teacher Student Success Act Plans for both campus locations; Sex Education Committee; Salary Supplement for Highly Needed Educators Program Policy; and the Paid Parental and Postpartum Recovery Leave Policy. Donald McNeill seconded. Motion passed unanimously. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye.

- Board Terms and Elected Officers

The board reviewed current board terms and approved the renewal of Tori Williams, Jamie Dickinson, and Donald McNeill for new four-year terms, extending through June 30, 2029. Tori Williams will move into the role of Board Chair, while Tammi Wright will transition to a general board member position. All other board positions will remain unchanged.

Meggen Pettit made a motion to approve the board terms and elected officer as discussed. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye.

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

At 9:50 AM Meggen Pettit made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a) located in the library at Hawthorn South Jordan. Jamie Dickinson seconded. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye. Motion passed unanimously.

At 11:17 AM Tori Williams made a motion to move out of closed session Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye.

## **VOTING AND DISCUSSION ITEMS**

- Director Employment Agreement

There was no public discussion regarding this item.

Jamie Dickinson made a motion to approve the Director Employment Agreement. Janielle Edwards seconded. Motion passed unanimously. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye.

## CALENDARING

- Next Meeting September 10, 2025, At West Jordan Campus

## ADJOURN

At 11:18 AM Tori Williams made a motion to adjourn. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tammi Wright, Aye; Donald McNeill, Aye; Meggen Pettit, Aye; Tori Williams, Aye; Jamie Dickinson, Aye; Janielle Edwards, Aye; Heidi Scott, Aye.

### Hawthorn Academy Closed Session Statement

Meeting Date: May 28, 2025

Location: 1437 W. 11400 S. South Jordan, UT 84095



### CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Hawthorn 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 28<sup>th</sup> day of May, 2025, at 1437 W. 11400 S. South Jordan, UT 84095.

  
\_\_\_\_\_  
Tammi Wright, Board Chair

# Hawthorn Academy

## Board of Directors Meeting

**Date:** June 23, 2025

**Location:** <https://us02web.zoom.us/j/83640791523>

**In Attendance:** Tori Williams, Donald McNeill, Tammi Wright, Jamie Dickinson, Meggen Pettit

**Others In Attendance:** Floyd Stensrud, Jeremy Craig, Krystal Taylor, Kim McVey, Kirk Blake



### MINUTES

---

#### CALL TO ORDER

Tammi Wright called the meeting to order at 5:02PM.

Janielle Edwards joined the meeting at 5:04PM

Jeremy Craig joined the meeting via telephone at 5:08PM

#### VOTING AND DISCUSSION ITEMS

- Classroom and Office Remodel

Jeremy Craig explained the location of the construction that will be taking place over the summer. The second and lesser used Keva space will be transformed into office space.

*Tori Williams made a motion to approve the Classroom and Office Remodel costs for up to \$40,000. Meggen Pettit seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Meggen Pettit, Aye.*

- Playground Costs

Playground costs were initially board approved not to exceed \$250,000. With the costs of the pit the price was slightly higher. Floyd Stensrud and Kirk Blake explained the bids received.

*Meggen Pettit made a motion to approve playground costs not to exceed \$270,000. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Meggen Pettit, Aye.*

- Property and Liability Insurance Renewal

Property and liability insurance is due for renewal. Gabe Clark provided a written summary of the change increase.

*Meggen Pettit made a motion to approve the renewal of the property and liability insurance. Tori Williams seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Meggen Pettit, Aye.*

#### CALENDARING

- Next Meeting September 10, 2025—West Jordan Campus

## **ADJOURN**

*At 5:36PM Donald McNeill made a motion to adjourn. Meggen Pettit seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Meggen Pettit, Aye.*

DRAFT



# Hawthorn Academy

## Board of Directors Meeting

**Date:** August 6, 2025

**Location:** <https://us02web.zoom.us/j/81520363407>

**In Attendance:** Tori Williams, Donald McNeill, Tammi Wright, Jamie Dickinson, Janielle Edwards, Heidi Scott

**Excused Board Members:** Meggen Pettit

**Others In Attendance:** Floyd Stensrud, Krystal Taylor, Kim McVey, Hannah Dorius



## MINUTES

---

### CALL TO ORDER

Tammi Wright called the meeting to order at 1:02PM.

### VOTING AND DISCUSSION ITEMS

- Imagine Learning
- Touchmath
- Step Up to Writing

Floyd Stensrud presented the curriculum purchases. The special education department has some extra funds to spend on curriculum. There are 3 different curriculum purchases. Imagine Learning is both a print and digital curriculum. Touchmath targets skills that students need to close the gaps in their learning and learn more advanced topics. Step Up to Writing is a basic writing program that focuses on sentence structure and paragraph and essay writing. Step Up to Writing is a more structured curriculum program. These were all well thought through. Tori Williams asked if the curriculum presented can be supported by the budget. Kim McVey confirmed that there is room in the budget. The virtual training for Touchmath will be conducted for all the staff. Floyd Stensrud will provide an update on the outcome of the curriculum in future board meetings.

*Tammi Wright made a motion to approve the Touchmath, Step Up to Writing, and Imagine Learning. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye; Janielle Edwards, Aye.*

*Janielle Edwards joined the meeting at 1:05PM.*

- Security Purchases  
Floyd Stensrud presented the need to add a few more security cameras to make sure the entire perimeter of the school is covered to ensure safety at the school.

*Tammi Wright made a motion to approve the Security Purchases up to \$30,000. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye;*

Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye; Janielle Edwards.

#### **CALENDARING**

- Next Meeting September 10, 2025—West Jordan Campus

#### **ADJOURN**

*At 1:36PM Tori Williams made a motion to adjourn. Motion passed. unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye; Janielle Edwards.*

2024-2025 Goals		2025-2026 Goals (Math)
<p>ELP Math Goal: By June 1, 2025 Hawthorn Academy will increase the percentage of Kindergarten students who are scoring at or above benchmark on the Acadience Math composite from BOY to EOY by 4% by providing professional learning on number identification fluency or next number fluency to all teachers.</p>		<p><b>Goal 1:</b> By June 1, Hawthorn Academy will increase in the percentage of First Grade students scoring at or above benchmark on the Acadience Math computation score from BOY to EOY by 1-3% by providing professional development on Math Touch Points, facts strategies, composing and decomposing numbers and by progress monitoring all students.</p>
<p>How did we do EOY?  South - 63% to 67%  West- 61% to 57%  District: 62% to 63%  Goal NOT met</p>		
<p>ELP Reading Goal: By June 1, 2025 Hawthorn Academy will increase the percentage of First Grade students who are scoring at or above benchmark on the Acadience Reading composite from BOY to EOY by 4% by providing professional learning</p>		<p><b>Goal 2:</b> By June 1, Hawthorn Academy will increase in the percentage of Third Grade students scoring at or above benchmark on the Acadience Math computation score from BOY to EOY by 4-6% by providing professional</p>

on phonics and phonemic awareness skills to all teachers. The purpose is to increase the number of students who are more accurate in their reading.		development on Math Touch Points, facts strategies, composing and decomposing numbers and by progress monitoring all students.
How did we do EOY? South - 47% to 48% West- 45% to 71% District: 46% to 56% Goal Met		

# Hawthorn Academy

## Statement of Financial Position

Created on September 01, 2025  
For Prior Month

	Period Ending 08/31/2025 <small>Actual</small>	Period Ending 08/31/2024 <small>Actual</small>
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash	16,154,464	18,534,404
Accounts Receivables	2,814	21,999
Total Current Assets	<u>16,157,278</u>	<u>18,556,403</u>
Restricted Cash	<u>4,834,179</u>	<u>4,326,570</u>
Net Assets		
Fixed Assets	29,483,563	29,074,695
Depreciation	(6,995,813)	(6,147,958)
Total Net Assets	<u>22,487,750</u>	<u>22,926,737</u>
<b>Total Assets &amp; Other Debits</b>	<u><b>43,479,207</b></u>	<u><b>45,809,710</b></u>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	350,464	3,257,540
Long-Term Liabilities	<u>25,574,107</u>	<u>26,291,017</u>
Fund Balance	<u>16,202,179</u>	<u>14,321,683</u>
Net Income	<u>1,352,457</u>	<u>1,939,470</u>
<b>Total Liabilities &amp; Fund Equity</b>	<u><b>43,479,207</b></u>	<u><b>45,809,710</b></u>

# Hawthorn Academy

## Statement of Activities

### As of August 31, 2025

	Year Ending 06/30/2026	Year To Date 08/31/2025	
	Approved Budget	AFR	Audit
<b>Prior Year Fund Balance</b>			
Beginning Fund Balance	0.00	19,559,870.80	16,202,179.34
Net Income			
Income			
Revenue From Local Sources	1,150,600.00	195,037.34	195,037.34
Revenue From State Sources	16,516,885.17	2,969,815.38	2,969,815.38
Revenue From Federal Sources	791,740.11	(408,503.07)	(408,503.07)
Revenue from Other Sources	0.00	21,331.50	21,331.50
Total Income	18,459,225.28	2,777,681.15	2,777,681.15
Expenses			
Instruction/Salaries	9,877,449.00	588,129.20	588,129.20
Employee Benefits	2,839,583.17	204,098.42	204,098.42
Purchased Prof & Tech Serv	1,515,000.00	130,641.39	130,641.39
Purchased Property Services	241,500.00	55,151.78	55,151.78
Other Purchased Services	342,500.00	86,656.20	86,656.20
Supplies & Materials	1,212,000.00	243,151.16	243,151.16
Property	295,500.00	62,217.34	62,217.34
Debt Services & Miscellaneous	1,910,000.00	55,179.20	55,179.20
Total Expenses	18,233,532.17	1,425,224.69	1,425,224.69
Total Net Income	225,693.11	1,352,456.46	1,352,456.46
<b>Ending P&amp;L Fund Balance</b>	<b>225,693.11</b>	<b>20,912,327.26</b>	<b>17,554,635.80</b>

# Utah Charter School Finance Authority Hawthorn Academy

September 2, 2025

This report does not constitute a rating action.

## Credit Highlights

- S&P Global Ratings' underlying rating on the [Utah Charter School Finance Authority's](#) series 2014 and 2016 charter school revenue bonds, issued for [Hawthorn Academy](#) (HA), is 'BBB'.
- The outlook is stable.

## Rationale

### Security

The school's debt outstanding consists solely of the series 2014 and 2016 bonds, totaling \$25.3 million. The bonds outstanding are secured by HA's revenue as defined in the governing bond documents, consisting primarily of per-pupil funding received from the state.

### Credit overview

We assessed HA's enterprise profile as adequate, characterized by a sufficient enrollment base typically near 1,400 students, acceptable student retention, and the school's evergreen charter status with its authorizer. A more favorable view of the school's demand profile is tempered by HA's scarce and declining waitlist, and because of varied academic results across the two campuses. We assessed HA's financial profile as adequate, with historically high cash and healthy margins offset by a somewhat elevated, but moderating debt burden. We believe that, combined, these credit factors lead to an anchor of 'bbb' and an issue rating of 'BBB'.

The underlying rating reflects our view of HA's:

- Outstanding liquidity position, with no drawdowns expected in the coming fiscal years as the school's recent playground project is being completed using funds from the previous fiscal year's operating surplus;
- Track record of producing ample margins, and respectable lease-adjusted maximum annual debt service (MADS) coverage, consistently outperforming more conservative projections; and

### Primary Contact

**Ryan Miller**  
Dallas  
1-2148711408  
ryan.miller  
@spglobal.com

### Secondary Contact

**Mel Brown**  
New York  
3122337204  
mel.brown  
@spglobal.com

- Positive charter school environment, as evidenced by healthy per-pupil funding increases from the state in recent fiscal years, coupled with an evergreen charter term and a solid working relationship with its charter authorizer, the Utah State Charter School Board.

Partially offsetting these strengths, in our opinion, are the school's:

- Limited flexibility for future growth, with enrollment being near HA's charter capacity, and no plans for further expansion;
- Low teacher retention at both campuses since fall 2022. However, we note that substantial efforts have been to address this issue, including adopting a new salary schedule that is comparable with that offered by school districts in the service area, a more comprehensive benefits package, and cheaper insurance options for staff, with management reporting staff's positive reception to these changes; and
- Risk, as with all charter schools, that the school can be closed for nonperformance of its charter or for financial distress before the final maturity of the bonds in 2046 (although Utah's charter authorizations are evergreen).

## Environmental, social, and governance

We analyzed HA's environmental, social, and governance factors and consider them neutral in our credit rating analysis.

## Outlook

The stable outlook reflects our view that HA's enrollment will remain at least steady and will likely increase back above 1,400 once final enrollment is counted for fall 2025. The outlook also reflects our expectation that HA will continue to generate healthy operating performance, including positive full-accrual surpluses and ample lease-adjusted MADS coverage, and it will not substantially draw down on its excellent liquidity position.

## Downside scenario

We could consider a negative rating action if demand metrics were to materially weaken, causing the school's MADS coverage or cash position to deteriorate to levels no longer commensurate with the current rating level. Although not expected, we would view additional debt as a credit risk, given HA's modestly high leverage for the rating.

## Upside scenario

We could consider a positive rating action if the school can sustain operating results that are more commensurate with those of higher-rated peers, while maintaining its excellent liquidity position and reducing its debt burden. We would also like to see continued improving academic results, enrollment maintained above 1,400, and a more substantial waitlist before raising the rating.



# Credit Opinion

## Enterprise Profile

We view HA's demand profile as sufficient, characterized by an enrollment base of about 1,440 students. Enrollment fell by 2.7% in fall 2024; however, we understand these losses were small relative to districtwide dips, and in the school's case, were primarily a function of losing kindergarten students once the state expanded and approved additional funding for its optional full-day kindergarten program, which HA had already offered before its expansion. According to management, enrollment is projected to rebound back above 1,400 for fall 2025 and remain consistent in the near term, as the school is relatively close to its charter capacity of 1,550, and there are no imminent plans for further expansion. Although HA's waitlist has declined in recent years and remains weak, the school's student retention remains consistent with past years and was a solid 87% for fall 2024.

HA's academics have historically been acceptable and comparable with local competitors, despite low teacher retention rates in recent years. To address pandemic-related learning loss and an increase in the school's special needs population, management has hired additional teaching specialists while implementing a STEM-focused curriculum to align itself better with state standards and also introduced a new program that focuses on the emotional wellbeing of students to foster a greater sense of belonging on its campuses. The latest state testing results available from the 2023-2024 school year showed that overall performance across both the South and West Jordan campuses was either "commendable" or "typical," indicating signs of improvement. Although the school's performance is not meaningfully better than state averages on standardized tests, HA maintains a steady relationship with its authorizer. Its next in-depth review with the Utah State Charter School Board is scheduled for the 2025-2026 school year, but we anticipate academic results will continue to trend favorably, supporting our view of HA's market position.

We view HA's management team as respectable for the scope of the school's operations as two-site kindergarten to grade 9 (K-9) charter school. The board of directors, which consists of seven members, provides sufficient oversight of HA's operations and remains supportive of management and its ability to handle day-to-day operations. The board has remained relatively stable in recent years outside of normal rotations, including welcoming a new board president for the 2025-2026 school year.

We understand the school's strategy to address comparatively low teacher salaries and retention, an initiative that began in fiscal 2024, remains an ongoing priority, and could continue to affect HA's financial position over time. However, management's ability to budget conservatively and routinely outperform projections, along with the guidance being provided by HA's financial consultant Academica West through this process, will continue to help support these efforts. We also understand the board and management are in the process of adopting a new continuous improvement plan this fall, with the intent for the updated plan to be a more hands-on document that gets evaluated on a routine basis, which we view favorably. We do not expect further changes to the school's seven-member board or management team in the next year.

# Financial Profile

The school's financial performance is solid, reflecting positive state funding trends and a nimble management team that has demonstrated an ability to control expenses and produce good operating results. HA has a track record of budgeting close-to-breakeven operations and then vastly outperforming, consistently producing margins above 10%, which has typically translated into lease-adjusted MADS coverage of about 2.0x. However, fiscal 2024 operating results were slightly compressed relative to these historical averages, and the unaudited financial statements for fiscal 2025 project a similar surplus and coverage levels once the audit is finalized. However, we note the 8% full-accrual surplus and lease-adjusted MADS coverage of 1.8x that the school posted in fiscal 2024 remains sufficient for the current rating. These relatively weaker financial performance ratios in the past two fiscal years are primarily the result of management's and consultants' ongoing efforts to rightsize the budget to fit the new salary schedule that was adopted, and the additional benefits being paid to staff to address low teacher retention in recent years. Although management is budgeting for break-even operations in fiscal 2026, we believe that a continued trend of healthy increases in the state's base per-pupil funding and HA's conservative budgeting practices should help the school produce positive operating results acceptable for the current rating.

HA's balance sheet remains a credit strength, hallmarked by it's healthy 429 days' cash on hand (DCOH).Unrestricted reserves continue to grow relative to debt outstanding, which stood at 70% at fiscal 2024 and that we view as sound; given that HA has no imminent plans to substantially draw down from current reserves, we anticipate its liquidity will remain robust compared with that of peers at the current rating level.

We view HA's debt as somewhat high but manageable for the rating, but given that the school does not plan to take on additional debt, we believe the overall debt burden should decrease over time as HA continues to increase its balance sheet while maintaining enrollment within about 100 students of its current capacity. MADS is \$1.8 million, or what we consider an elevated lease-adjusted MADS burden of 10.6% of fiscal 2024 operating revenue. As with many charter schools, HA's 66% debt-to-capitalization ratio shows substantial leverage on the balance sheet. The school does not have any additional contingent liabilities or off-balance-sheet debt. In addition, HA does not participate in the state's defined-benefit pension plan, which could further support improvements to these debt metrics over time.

## Hawthorn Academy, Utah--enterprise and financial statistics

	--Fiscal year ended June 30--				
	2025	2024	2023	2022	2021
Enrollment					
Total headcount	1,364	1,402	1,346	1,320	1,317
Total waitlist	63	123	206	1,068	934
Wait list as % of enrollment	4.6	8.8	15.3	80.9	70.9
Financial performance					
Accounting standard	GASB	GASB	GASB	GASB	GASB
Total revenues (\$000s)	N.A.	17,243	15,210	13,557	12,929
Total expenses (\$000s)	N.A.	15,853	12,721	11,735	10,908
EBIDA (\$000s)	N.A.	3,271	4,379	3,737	3,947
EBIDA margin (%)	N.A.	19.0	28.8	27.6	30.5
Excess revenues over expenses (\$000s)	N.A.	1,390	2,489	1,822	2,021

## Hawthorn Academy, Utah--enterprise and financial statistics

	--Fiscal year ended June 30--				
	2025	2024	2023	2022	2021
Excess income margin (%)	N.A.	8.1	16.4	13.4	15.6
Operating lease expense (\$000)	N.A.	N.A.	N.A.	N.A.	0
Pension/OPEB adjustments (\$000)	N.A.	N.A.	N.A.	N.A.	N.A.
Lease-adjusted annual debt service (\$000)	N.A.	1,785	1,831	1,829	1,881
Lease-adjusted annual debt service coverage (x)	N.A.	1.83	2.39	2.04	2.10
Lease-adjusted annual debt service burden (% total revenues)	N.A.	10.4	12.0	13.5	14.5
Lease-adjusted MADS (\$000s)	N.A.	1,825	1,825	1,825	1,825
Lease-adjusted MADS coverage (x)	N.A.	1.79	2.40	2.05	2.16
Lease-adjusted MADS burden (% total revenues)	N.A.	10.6	12.0	13.5	14.1
Total revenue per student (\$)	N.A.	12,299	11,300	10,270	9,817
<b>Balance-sheet metrics</b>					
Unrestricted reserves (\$000s)	N.A.	17,687	16,208	14,416	12,460
Days' cash on hand	N.A.	428.8	493.6	478.3	446.5
Total long-term debt (\$000s)	N.A.	25,265	25,880	26,470	27,030
Unrestricted reserves to debt (%)	N.A.	70.0	62.6	54.5	46.1
Unrestricted net assets as % of expenses	N.A.	86.0	99.0	88.0	77.0
Debt to capitalization (%)	N.A.	66.1	68.6	73.2	77.5
Debt per student (\$)	N.A.	18,021	19,227	20,053	20,524
<b>Pro forma metrics</b>					
Pro forma MADS (\$000s)	N.A.	1,825	1,825	N.A.	N.A.
Pro forma lease-adjusted MADS coverage (x)	N.A.	1.79	2.40	N.A.	N.A.
Pro forma lease-adjusted MADS burden (% total revenues)	N.A.	10.6	12.0	N.A.	N.A.
Pro forma unrestricted reserves (\$000s)	N.A.	N.A.	N.A.	N.A.	N.A.
Pro forma days' cash on hand	N.A.	N.A.	N.A.	N.A.	N.A.
Pro forma long-term debt (\$000s)	N.A.	25,265	25,880	26,470	27,030
Pro forma unrestricted reserves to debt (%)	N.A.	N.A.	N.A.	N.A.	N.A.
Pro forma debt to capitalization (%)	N.A.	66.11	68.57	73.23	77.52
Pro forma debt per student (\$)	N.A.	18,020.7	19,227.3	20,053.0	20,523.9

Operating lease expense--Annual amount paid in facilities/capital lease payments; excludes equipment/nonfacility lease payments and excludes payments related to principal and interest on bonds. Net revenue available for debt service = EBIDA + operating lease expense. Lease-adjusted MADS coverage = (net revenue available for debt service + operating lease expense) / (lease-adjusted MADS). Total expenses include pension and OPEB adjustments. Pension and OPEB adjustments = reconciling adjustments made to financial information to account for differences in GASB 68 and GASB 75. GASB—Governmental Accounting Standards Board. MADS--Maximum annual debt service. N.A.--Not available.

## Credit Snapshot

- Organization: HA was incorporated in 2008 and opened for operations in fall 2009 (fiscal 2010), enrolling students in K-8. It expanded to include ninth grade in fiscal 2011. In fall 2015, the school opened a second campus in South Jordan. The curriculum is based on the Utah State Core Curriculum and STEM-based programming. HA operates and owns its two facilities: the West Jordan (K-9) and the South Jordan (K-6) campuses.

- Bond covenants: 30 DCOH and 1.1x debt service coverage. If coverage is between 1.0 and 1.1x, it would require a management consultant call-in; coverage below 1.0x could be considered an event of default. The school consistently exceeds bond covenant requirements.
- State enhancement: The school is eligible for the state's enhancement program. The 'AA' long-term rating reflects HA's inclusion in the Utah Charter School Moral Obligation Program. The 'BBB' underlying rating reflects only the underlying characteristics of the charter school and does not include an assessment of the enhancement program or the school's qualification under that program.
- State funding expectations: Base per-pupil funding for HA, and statewide, increased by at least 6% each year from fiscal years 2022-2024, and expectations are for funding increases to continue at 4%-6% through fiscal 2026.
- Charter authorizer and term: The Utah State Board of Education has authorized HA since the school's inception in 2008, with no gaps in its evergreen charter.
- Management type: Freestanding management team, with financial back-office support from Academica West, which has worked with HA since the school's inception and Academica West's current contract with the school extends through 2027.

Ratings List

Current Ratings

Education

Hawthorn Academy, UT Charter School Revenues	BBB/Stable
--	------------

The ratings appearing below the new issues represent an aggregation of debt issues (ASID) associated with related maturities. The maturities similarly reflect our opinion about the creditworthiness of the U.S. Public Finance obligor's legal pledge for payment of the financial obligation. Nevertheless, these maturities may have different credit ratings than the rating presented next to the ASID depending on whether or not additional legal pledge(s) support the specific maturity's payment obligation, such as credit enhancement, as a result of defeasance, or other factors.

Copyright © 2025 by Standard & Poor's Financial Services LLC. All rights reserved.

No content (including ratings, credit-related analyses and data, valuations, model, software or other application or output therefrom) or any part thereof (Content) may be modified, reverse engineered, reproduced or distributed in any form by any means, or stored in a database or retrieval system, without the prior written permission of Standard & Poor's Financial Services LLC or its affiliates (collectively, S&P). The Content shall not be used for any unlawful or unauthorized purposes. S&P and any third-party providers, as well as their directors, officers, shareholders, employees or agents (collectively S&P Parties) do not guarantee the accuracy, completeness, timeliness or availability of the Content. S&P Parties are not responsible for any errors or omissions (negligent or otherwise), regardless of the cause, for the results obtained from the use of the Content, or for the security or maintenance of any data input by the user. The Content is provided on an "as is" basis. S&P PARTIES DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, FREEDOM FROM BUGS, SOFTWARE ERRORS OR DEFECTS, THAT THE CONTENT'S FUNCTIONING WILL BE UNINTERRUPTED OR THAT THE CONTENT WILL OPERATE WITH ANY SOFTWARE OR HARDWARE CONFIGURATION. In no event shall S&P Parties be liable to any party for any direct, indirect, incidental, exemplary, compensatory, punitive, special or consequential damages, costs, expenses, legal fees, or losses (including, without limitation, lost income or lost profits and opportunity costs or losses caused by negligence) in connection with any use of the Content even if advised of the possibility of such damages.

Some of the Content may have been created with the assistance of an artificial intelligence (AI) tool. Published Content created or processed using AI is composed, reviewed, edited, and approved by S&P personnel.

Credit-related and other analyses, including ratings, and statements in the Content are statements of opinion as of the date they are expressed and not statements of fact. S&P's opinions, analyses and rating acknowledgment decisions (described below) are not recommendations to purchase, hold, or sell any securities or to make any investment decisions, and do not address the suitability of any security. S&P assumes no obligation to update the Content following publication in any form or format. The Content should not be relied on and is not a substitute for the skill, judgment and experience of the user, its management, employees, advisors and/or clients when making investment and other business decisions. S&P does not act as a fiduciary or an investment advisor except where registered as such. While S&P has obtained information from sources it believes to be reliable, S&P does not perform an audit and undertakes no duty of due diligence or independent verification of any information it receives. Rating-related publications may be published for a variety of reasons that are not necessarily dependent on action by rating committees, including, but not limited to, the publication of a periodic update on a credit rating and related analyses.

To the extent that regulatory authorities allow a rating agency to acknowledge in one jurisdiction a rating issued in another jurisdiction for certain regulatory purposes, S&P reserves the right to assign, withdraw or suspend such acknowledgment at any time and in its sole discretion. S&P Parties disclaim any duty whatsoever arising out of the assignment, withdrawal or suspension of an acknowledgment as well as any liability for any damage alleged to have been suffered on account thereof.

S&P keeps certain activities of its business units separate from each other in order to preserve the independence and objectivity of their respective activities. As a result, certain business units of S&P may have information that is not available to other S&P business units. S&P has established policies and procedures to maintain the confidentiality of certain non-public information received in connection with each analytical process.

S&P may receive compensation for its ratings and certain analyses, normally from issuers or underwriters of securities or from obligors. S&P reserves the right to disseminate its opinions and analyses. S&P's public ratings and analyses are made available on its Web sites, [www.spglobal.com/ratings](http://www.spglobal.com/ratings) (free of charge), and [www.ratingsdirect.com](http://www.ratingsdirect.com) (subscription), and may be distributed through other means, including via S&P publications and third-party redistributors. Additional information about our ratings fees is available at [www.spglobal.com/usratingsfees](http://www.spglobal.com/usratingsfees).

STANDARD & POOR'S, S&P and RATINGSDIRECT are registered trademarks of Standard & Poor's Financial Services LLC.



# Price Quote

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

Hawthorn Academy  
290 North Flint St  
Kaysville UT 84037  
United States

Date	8/18/2025
Quote No.	Q-128819
Acct. No.	12219151
Total	50,000.00
Pricing Expires	09/10/2025

Payment Term	Contract Start	Contract End
Net 30	7/1/2025	6/30/2026

Site	Description	End Date	Qty
Hawthorn Academy West Jordan	Imagine Language & Literacy Site License	06/30/2026	1
Hawthorn Academy South Jordan	Imagine Language & Literacy Site License	06/30/2026	1

Subtotal	50,000.00
Tax Total	0.00
Total	50,000.00

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.

## Hawthorn Academy

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

## Imagine Learning Representative

Emily Bybee  
Account Executive -  
[emily.bybee@imaginelearning.com](mailto:emily.bybee@imaginelearning.com)  
[imaginelearning.com](http://imaginelearning.com)

## SY25-26 LEA-S(pecific) Requests

Effective 8/2021, the followir

					Is this a RENEWAL Request from SY23- 24? (Y/N)
LEA (District or Charter) Name	Date LEA's Board Met	CACTUS ID	Last Name	First Name	
<i>Granite SD</i>	<i>1/5/2021</i>	<i>999999</i>	<i>Example</i>	<i>Educator</i>	<i>N</i>
Hawthorn Academy	9/10/2025	821019	Landskron	Carl	N
Hawthorn Academy	9/10/2025	734885	Clark	Amanda	N
Hawthorn Academy	9/10/2025	789833	Hansen	Silvia	N

ing are NOT allowed for LEA-S: Audiologist, Deaf Education, Preschool Special Ed., School Psychologist, School

License Area 1	Endorsement 1	Endorsement 2	Rational/Motions
<b>Secondary</b>	<b>Math Level 3</b>	<b>Chemistry</b>	<b>Educator is enrolling in EPP Fall 2021</b>
Secondary Education	Business & Marketing Cor Technology		Enrolling into the APPEL program
Elementary			Waiting for AEL extension
Secondary Education	German		Replacing sudden departure of Language teach



I Social Worker, Special Ed (K-12), Speech Language Pathologist, Speech Language Therapist

Is Educator's Assignment in CACTUS? (Y/N)	Has LEA Specific tab in CACTUS been completed? (Y/N)	Does Educator Have a current BACKGROUND check? (Y/N)	Does Educator Have a current ETHICS check? (Y/N)	Pedagogical Modules Completed and certificate received? (Y/N)	LEA Application Received? (Y/N)
Y	Y	Y	Y	Y	Y
Y		Y			
Y		Y	Y		
N					

**Hawthorn Academy**  
**Policy: Electronic Resources Policy**  
**Approved: March 13, 2024**



**Purpose**

Hawthorn 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 is intended to 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 the use of 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 cellphone 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 cellphone).

**"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 in accordance with 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.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.
- Students may have privately-owned electronic devices at School during the School day. However, privately-owned electronic devices must remain out of sight in a bag, backpack, or locker and be turned off or set to a mode where notifications can't be received during the School day, unless an exception provided herein applies.
- Students may not use or respond to privately-owned electronic devices during the School day, unless an exception provided herein applies.

### **Exceptions**

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

Parents may request that the Campus Principal allow a student to possess and use a privately-owned electronic device on active mode at all times during the School day and during School-sponsored activities, with the exception of 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.

A student may possess and use a privately-owned electronic device on active mode at all times 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 in connection with other legitimate circumstances determined by the Campus Principal.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency. 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.

Students may also 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 Campus Principal.

### **Consequences for Violation**

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School's Student Conduct and Discipline Policy or Bullying and Hazing Policy or at the discretion of the Campus 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 Campus Principal, teachers, and other individuals designated by the Campus 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 these procedures 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 for the purpose of determining the device's owner. Students may not search privately-owned electronic devices that do not belong to them. Privately-owned electronic devices that are used inappropriately may be subject to search by the Campus Principal or other individuals designated by the Campus 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. Law enforcement may be notified if anything inappropriate is discovered on a confiscated device, and such devices may be turned over to law enforcement in connection with any investigation, at which point the School would have no more control over such devices.

The School is not responsible for loss, damage or theft of any privately-owned electronic devices. The School will make reasonable efforts 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 un-retrieved privately-owned electronic devices until the end of the School year, at which time the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

The Campus Principal may, subject to applicable law, impose additional disciplinary consequences for a student's violation of this policy, considering the nature of 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 that is 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 in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

### **Notice of the Policy**

The School will make the Electronic Resources Policy and these procedures accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

Complaints about this policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy and these procedures, should be addressed in accordance with the School's grievance policies.

### **Creative and Innovative Uses for Electronic Devices**

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians about school-related issues and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy. School employees should not, however, engage in direct communication with students on non-school-related issues. School employees should not solicit students as friends on their personal web pages or social networking profiles or invite or encourage students to read or access their web pages or social networking profiles.

### **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 in accordance with 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 with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- 2- Depicts, describes, or represents, in a patently offensive way with respect to 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.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied 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.

Specifically, 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 in accordance with 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, as well as 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 makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as 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. Along with this access comes the availability of materials that

may be considered 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.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with 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 use of 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 result in 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 in connection with 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 does and does not constitute acceptable use.

The Principal shall ensure that additional rules and procedures regarding students' use of the School's electronic resources are established and clearly 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 is intended to 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 is intended to create 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 involving 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 in connection with its electronic resources include but are not limited to the following:

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 as appropriate and feasible, 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 the use of 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 any of the School's electronic resources.
9. School employees and volunteers must provide administration with passwords for any web pages or social networking profiles maintained under the name of the School.
10. 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 are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts 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 the use of 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. In order to maintain this privilege, users must agree to comply with this policy. Users who are 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 at all times 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 in accordance with 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 as appropriate, 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 the following:

1. All use of the School's electronic resources, including but not limited to use of 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 take reasonable steps 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 professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files 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 in order 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 are consistent with 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 in any way.

10. Use of the School's electronic resources in a manner that threatens or impairs 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 applicable 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. Pursuant to 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) with respect to:
  - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - Any costs, liability, or damages caused by the way the user chooses to use 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, at any time, 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, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection 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 for any reason, 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 and approved periodically to ensure that it continues to meet the School's needs.

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

I hereby certify that I have read and fully understand the contents of the School's policies regarding use of the School's electronic resources. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and the School's policies, rules, regulations and procedures. I acknowledge that the School reserves the right to modify or amend its policies at any time, without prior notice. I acknowledge that these policies do not create any 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 the use of its electronic resources. I acknowledge that violation of any of these policies may be grounds for discipline, up to and including termination.

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

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

\_\_\_\_\_  
Date

**Hawthorn Academy**  
**Policy: Child Abuse and Neglect Reporting Policy**  
**Amended:**



Purpose

Hawthorn Academy (the "School") takes seriously the legal responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School's personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Policy

School personnel shall report suspected child abuse and neglect in accordance with Utah Code § 80-2-602, § 53E-6-701, and Utah Administrative Code Rule R277-401. The law provides serious penalties for failure to fulfill one's duty to report.

Whenever any School employee, contracted or temporary employee, or volunteer has reason to believe that a child is, or has been, the subject of abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, he/she shall immediately report the suspected abuse or neglect to the nearest peace officer, law enforcement agency, or the Division of Child and Family Service ("DCFS").

In addition, whenever any School employee, contracted or temporary employee, or volunteer has reasonable cause to believe that a student may have been physically or sexually abused by a School employee or volunteer, he/she shall immediately report that belief and all other relevant information to the Lead Director. The Lead Director, after having received such a report or otherwise having his/her own reasonable cause to believe that a student may have been physically or sexually abused by a School employee or volunteer, shall immediately report that information to the Utah State Board of Education.

All reports made regarding child abuse or neglect shall be documented in writing.

The Lead Director shall establish administrative procedures that comply with the provisions of Utah Code § 53E-6-701, Utah Code § 80-2-602 *et seq.*, and Utah Administrative Rule R277-401 and will help the School's personnel to understand and fulfill their legal responsibilities concerning child abuse and neglect.

Administrative Procedures Child Abuse and Neglect Reporting

1. If a School employee or volunteer has reason to believe that a child is, or has been, the subject of abuse or

**Amended: 7-22-20**

neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, the person shall immediately make an oral report to the nearest peace officer, law enforcement agency or Division of Child and Family Services ("DCFS"). The person shall also make a report to the School's Lead Director, but the requirement to notify the Lead Director does not satisfy the person's personal duty to report to law enforcement or DCFS.

- a. The oral report to law enforcement or DCFS may be made with the Lead Director present, but must be made by the person making the report.
  - b. The reporting person must record the name of the individual and the agency contacted to make the required report.
  - c. The reporting person must complete and provide the Child Abuse and Neglect Reporting Form to the Lead Director within twenty-four (24) hours. The Lead Director will keep the form in a separate file, and it shall not be placed in the student's permanent file. The form should also be sent to the agency to which the oral report was given.
  - d. The School will preserve the anonymity of the person making the report and any others involved in any investigation.
2. To determine whether or not there is **reason to believe** that abuse or neglect has occurred, school employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists. The employee will NOT conduct an extensive investigation.
  - a. Investigations by staff prior to submitting a report shall not go beyond what is minimally necessary to support a reasonable belief that a reportable problem exists.
  - b. It is not the responsibility of the Lead Director or any other school employees to prove who the abuser is or that the child has been abused or neglected, or to determine whether the child is in need of protection.
  - c. School employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
  - d. School employees shall not conduct interviews with the child or contact the suspected abuser.
  - e. Notes of voluntary or spontaneous statements by the child, shall be given to the investigational agency.
3. Investigations of reports of abuse for children seventeen (17) years of age and younger are the responsibility of DCFS.
  - a. School employees shall not contact the child's parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
  - b. School personnel shall cooperate with DCFS and share all information with DCFS that is relevant to DCFS's investigation of an allegation of abuse or neglect. Additionally, School employees shall cooperate with DCFS and law enforcement employees authorized to investigate reports of alleged child abuse and neglect, including:
    - i. allowing appropriate access to students;
    - ii. allowing authorized agency employees to interview children consistent with DCFS and local law enforcement protocols;
    - iii. making no contact with the parents or legal guardians of children being questioned by DCFS or law enforcement authorities; and
    - iv. maintaining appropriate confidentiality.
  - c. If school officials are contacted by parents about child abuse reports, school personnel shall not confirm or deny that a contact or investigation is taking place. A school employee should refer the caller to law enforcement or DCFS.
4. If the suspected perpetrator of child abuse or neglect is a School employee or volunteer, that report shall

be made immediately to the Lead Director. The Lead Director shall then immediately report the allegation to the Utah State Board of Education. If a teacher is aware that another school employee is a suspected perpetrator, they shall bring to the attention of the administrator immediately. Steps shall be taken to ensure that further abuse or neglect is prevented by the suspected perpetrator.

5. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions, as provided by law.
6. The Lead Director shall annually (a) provide each School employee with the School's Child Abuse and Neglect Reporting Policy including a copy of the Child Abuse and Neglect Reporting Form and (b) notify each School employee of the mandatory reporting requirements of this Policy and Procedure and Utah Code § 53E-6-701 and §80-2-602.
7. The School, under direction of The Lead Director, will provide School personnel once every years with training and instruction on child sexual abuse and human trafficking prevention and awareness, including (a) responding to a disclosure of child sexual abuse in a supportive, appropriate manner; (b) identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation; (c) the mandatory reporting requirements of this Policy, Utah Code § 53E-6-701 and §80-2-602; and (d) appropriate responses to incidents of sexual extortion, including connecting victims with support services. Newly hired staff will be provided with the same training and the written policy at the beginning of their employment.
8. The School, under the direction of the Lead Director, will provide the parents or guardians of elementary school students with training and instruction once every three years on child sexual abuse and human trafficking prevention and awareness, including (a) recognizing warning signs of a child who is being sexually abused or who is a victim or may be at risk of becoming a victim of human trafficking or commercial sexual exploitation; (b) effective, age-appropriate methods for discussing the topic of child sexual abuse with a child; and (c) resources available for victims of sexual extortion.
9. The training and/or distribution of materials will be documented.
10. Educational neglect means that, after receiving a notice of compulsory education violation under Utah Code Section 53G-6-202, the parent or guardian fails to make a good faith effort to ensure that the child receives an appropriate education.
  - a. When School personnel have reason to believe that a child may be subject to educational neglect, school personnel shall submit the report described in Utah Code Subsection 53G-6-202(8) to DCFS.
  - b. When School personnel have a reason to believe that a child is subject to both educational neglect and another form of neglect or abuse, School personnel may not wait to report the other form of neglect or abuse pending preparation of a report regarding educational neglect.

#### **References**

Utah Code Ann. §§ 53E-6-701; 80-2-602, et seq. Utah  
Administrative Rules R277-401

**\*\*\*CONFIDENTIAL\*\*\***

**Child Abuse and Neglect Reporting Form**

ORAL REPORT MADE TO LEAD DIRECTOR:	
Date:	Time:

CHILD'S INFORMATION:			
Name:	Age:	Sex:	Birth Date:
Address:			

PARENT/GUARDIAN INFORMATION:	
Father Name:	Mother Name:
Father Address:	Mother Address:
Father Phone:	Mother Phone:
Guardian #1 Name:	Guardian #2 Name:
Guardian #1 Address:	Guardian #2 Address:
Guardian #1 Phone:	Guardian #2 Phone:

CIRCUMSTANCES LEADING TO THE SUSPICION THAT THE CHILD IS A VICTIM OF ABUSE OR NEGLECT:

DATE AND TIME OF OBSERVATIONS	
Date:	Time:

ADDITIONAL INFORMATION:

Oral Report Made To:	Written Report Made To:
Agency:	Agency:
Individual's Name:	Individual's Name:
Date:	Date:
Time:	Time:

Reporting Individual:		Lead Director:	
Name:		Name:	
Date:		Date:	
Signature		Signature:	

**\*\*\*DO NOT PLACE THIS FORM IN THE STUDENT'S CUM FILE\*\*\***



**Hawthorn Academy**  
**Policy: Toilet Training Policy**  
**Approved:**



**Purpose**

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

**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.

**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

Exceptions

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

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

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.

### Administrative Procedures

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