



LEADERSHIP
LEARNING
ACADEMY

Board Meeting Materials

BOARD MISSION STATEMENT

It is the mission of the Board to make the academic growth and achievement of students the focus of Leadership Learning Academy. This is accomplished through modeling the school Charter of principled and inspired leadership. The Board will govern not manage. It will act in a manner that maintains financial stability. It will speak and act with a unified voice.

August 31, 2026

Leadership Learning Academy Board of Directors Meeting Agenda Monday, August 31, 2026



Location: AW Services, 290 N. Flint Street, Kaysville, UT 84037

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

MISSION: Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

VISION: At **Leadership Learning Academy**, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

Agenda

2026-2027 Strategic School Plan

Teacher, Leader & Staff Development

Fiscal Responsibility

Student Growth & Maintain Literacy Proficiency

5:30 PM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Terry Capener
- Board Mission
- School Mission
- School Vision

PUBLIC COMMENT (Items Not on the Agenda – Limit 3 Minutes)

REPORTS

- Administration
 - [State of the School](#) – Richard Squire
- Board of Directors
 - Financial Update – Jon McQueary

CONSENT ITEMS

- [June 30, 2026 Electronic Board Meeting Minutes](#)

VOTING ITEMS

- [Amend TSSA Framework](#) – Richard Squire

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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

- [Amend Bullying & Hazing Policy](#) – Richard Squire
- [Combine & Amend the Electronic Devices Policy](#) – Richard Squire
 - Rescind Student Acceptable Use of Electronic Resources Policy
 - Rescind Staff Acceptable Use of Internet & Electronic Resources Policy
 - Rescind Internet Safety Policy
- [Amend Paid Parental & Postpartum Leave Policy](#) – Richard Squire
- [Amend Sex Education Instruction Policy \(Procedures\)](#) – Richard Squire
- [LEA-Specific Educator License\(s\)](#) – Richard Squire

OTHER BUSINESS ITEMS

- Calendaring Items – ALL
 - Next Pre-Board Meeting on October 5th @ 5:30 p.m.
 - Next Board Meeting October 19th @ Lagoon @ 5:30 p.m.
 - NCSC27 June 28-30 in Columbus, OH

CLOSED SESSION to discuss an individual's character, professional competence, or physical or mental health and/or discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a)&(f) [IF NEEDED]

ADJOURN

UPCOMING CALENDAR ITEMS

October

Building Evaluation
SLT Committee Membership (Due Oct 20)

November

Bond Investor Call Notice

December

Audit Review
Winter Bonus
2027-2028 School Calendar
2027-2028 School Fee Schedule (1st Public Viewing)

January

Winter Retreat
2027-2028 School Fee Schedule (2nd Public Viewing)
Curriculum Purchases (2 Public Comment Periods)

March

Present 2025-2026 SLT Final Report (can be an email)
2027-2028 School LAND Trust Plan (Comm. Signature Pages)
SLT Training Assurances
Annual Open Meetings Act Training
Board Vacancies

April

Parent Handbook
EOY Bonus
Eide Bailly Statement of Work Letter

May

2027-2028 TSSA Plan
Capital Improvements
Curriculum Subscription Renewals (CKLA, Lexia Core5, iReady, KnowAtom)
AW SpEd Services Agreement (*if renewed*)

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Review Positive Behavior Plan *[Can email to board or approve if changes]*

June

2026-2027 Final Amended Budget

2027-2028 Annual Budget

Ratify Board Members & Terms

Ratify Board Officers

2027-2028 Sex Ed Committee Membership (Due Aug 1)

Set 2027-2028 Board Meeting Schedule

Fraud Risk Assessment/Ethical Behavior

Mental Health Screening Determination *[if changed]*

Board Member Agreement

Annual PPP Training & Review

Review Board Communication Guidelines

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Lead Director Report

8/31/2026

Schoolwide Unity and Collaboration:

We have hired Grace Hyatt as our behavior specialist in Ogden. Mckenzie Niebergall our behavior specialist in Layton is our behavior lead for LLA. She had met with Grace a few times already to coordinate.

We have adopted an Early Safety Intervention checklist LLA wide to be used when safety interventions are needed. This checklist will help ensure State requirements are met and all information is documented for the Staten reports. It will also prompt proactive video archiving for room clears and all seclusions.

LLA is adopting Panorama which is a EWS software. Half the cost is paid by the State. Panorama will be a place where all a student's data can be stored and accessed. From behavior and attendance to assessment data and intervention tracking.

Enhancing Teacher and Staff Development, Celebrating Achievements, and Strengthening Retention:

Both campuses are focused on Literacy. We have hired Karen Peril in Layton as our instructional coach. She has several national certifications in reading with a lot of experience from Virginia to most recently Davis district.

Ogden has hired Shari Smith as our instructional coach. She comes to us from the USBE where she worked with schools who were in TSI (Targeted Support and Improvement) status.

With the passing of SB 241 we are really focusing on our K-3 teachers and coaching them to make sure Science of Reading strategies are being used effectively in teaching our students to read.

Enrollment and Fiscal Responsibility:

We continue to work with Strategtica to market LLA. Our focus has been exclusively Ogden. We have just hit full implementation and Marketing the end of July. Not as soon as I had hoped. We

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had several licenses we had to track down ownership and allow them access to become administrators on the accounts.

Enrollment Report:

Enrollment is not where we had hoped. Small kindergarten classes have affected overall enrollments. We are down 41 students in Kindergarten across both schools.

- ★ **LEA:** 835 students
- ★ **Layton:** 495students
- ★ **Ogden:** 340 students

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Leadership Learning Academy Electronic Board Meeting Minutes Tuesday, June 30, 2026



Zoom Link: <https://us02web.zoom.us/j/89321273380?from=addon>

Meeting ID: 893 2127 3380

Mobile: (669) 900-9128

In Attendance: Terry Capener, Jimmy Sunlight, Deb Hansen, David Gray, Chuma Uzoh (3:23 p.m.),

Others in Attendance: Richard Squire, Dawn Kawaguchi, Jon McQueary, Heidi Bauerle,

MISSION: The mission of **Leadership Learning Academy** is to provide a unique, innovative teaching model to help students achieve a high degree of academic success while developing problem solving skills, independent learners, and future leaders in all our students.

VISION: **Leadership Learning Academy** uses an innovative and unique model to challenge our students to be confident and independent learners. Our students will learn to inspire others, achieve high academic success, and become personally accountable for themselves and their education; thus helping to lead our future.

Minutes

2026-2027 Strategic School Plan

Teacher, Leader & Staff Development

Fiscal Responsibility

Student Growth & Maintain Literacy Proficiency

3:08 PM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Terry Capener

CONSENT ITEMS

- June 8, 2026 Annual Board Meeting Minutes – There was no further discussion. **Deb Hansen made a motion to approve the consent items. Jimmy Sunlight seconded the motion. The roll call votes were as follows:**

Terry Capener – Aye

David Gray – Aye

Jimmy Sunlight – Aye

Deb Hansen – Aye

Motion passed unanimously.

VOTING ITEMS

- Amended & Proposed School Budgets – Jon McQueary reported amended expenditures of \$12.32M with a modest \$51,839 net income, noting that salaries, benefits, and purchased

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services exceeded 90% of projections and required adjustments—particularly custodial services and student travel. Supplies and materials remained flat. He also outlined the FY27 budget, which reflects reduced revenue tied to lower enrollment forecasts, though he hopes Strategica efforts could raise enrollment to 875. Jon reviewed the plan, highlighting Dawn’s conservative salary assumptions and reduced supply costs due to staffing and enrollment declines, alongside slight increases in benefits and a return to prior property service levels. The projected net income for next year is \$250,900. **Jimmy Sunlight made a motion to approve the 2025-2026 Final Amended Budget and approve the proposed 2026-2027 Annual Operating Budget as it was presented. David Gray seconded the motion. The roll call votes were as follows:**

**Terry Capener – Aye
David Gray – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
Chuma Uzoh – Aye**

Motion passed unanimously.

- **Insurance Coverage** – Richard Squire stated that LLA has been insured through Hanover/American Insurance Investment since opening, with an expected premium of \$55,000 for the upcoming year. Gabe from AW has been exploring a potential group insurance policy through Arthur J. Gallagher & Co., which would only move forward if enough AW schools chose to participate. Coverage under Gallagher’s proposal is described as very comparable to the current policy—some minor additions and losses, but nothing concerning. The estimated cost for Gallagher’s policy is \$45,710, representing a savings of just over \$10,000. Based on the comparable coverage and significant savings, the recommendation is to switch to Arthur J. Gallagher & Co., assuming the group policy proceeds. Dawn confirmed that AW has enough participants to move forward. **David Gray made a motion to approve the participation in the group insurance program through Arthur J. Gallagher & Co. Jimmy Sunlight seconded the motion. The roll call votes were as follows:**

**Terry Capener – Aye
David Gray – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
Chuma Uzoh – Aye**

Motion passed unanimously.

BUSINESS ITEMS

- **Calendaring Items** – Terry Capener
- Next Pre-Board Meeting is scheduled for August 3rd @ 5:30 p.m. Jimmy out of the country August 3-9th. Dawn will reschedule.
 - Next Board Meeting August 31st @ AW 5:30 p.m.
 - NCSC27 June 28-30 in Columbus, OH. Maybe do a retreat instead.

3:34 PM – Deb Hansen made a motion ADJOURN. Jimmy Sunlight seconded the motion. The roll call votes were as follows:

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Terry Capener – Aye
David Gray – Aye
Jimmy Sunlight – Aye
Deb Hansen – Aye
Chuma Uzoh – Aye
Motion passed unanimously.

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LLA Board of Director's Meeting Monday, August 31, 2026

Action Item: *Amending Teacher Student Success Act Framework*

Issue:

Leadership Learning Academy's Board of Directors must approve any changes made to the TSSA Framework.

Background:

The TSSA framework is required to be updated to include a Literacy Achievement in accordance with SB 241 (2026) and State Rule R277-927. The Plan has been updated to address the school's progress toward statewide literacy proficiency goals and if the school fails to meet statewide literacy goals, the school must dedicate at least 50% of TSSA funds toward evidence-based literacy interventions and practices as described in 53G-7-921304(2)(e).

Recommendation:

It is recommended that the Board approve the Amended Teacher Student Success Act Framework.

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Student Success Framework

Pursuant to UCA 53G-7-1304, Leadership Learning Academy's Board of Directors adopts the following framework to provide guidelines and processes for the development of a Teacher and Student Success Plan ("Plan"). The school's Director will develop a Plan in accordance with this framework and submit the Plan to the Board for approval. The Plan will be developed by integrating school-specific goals and criteria for improving the school's performance within the state accountability system.

The goal of the school's Plan shall be to improve school performance and student academic achievement. The Plan may contain any of the following strategies:

1. School personnel stipends for taking on additional responsibility outside of a typical work assignment;
2. Professional learning;
3. Additional school employees, including counselors, social workers, mental health workers, tutors, media specialists, information technology specialists, or other specialists;
4. Technology;
5. Before- or after-school programs;
6. Summer school programs;
7. Community support programs or partnerships;
8. Early childhood education;
9. Class size reduction strategies;
10. Augmentation of existing programs; or
11. Any other strategy reasonably designed to improve school performance or student academic achievement.

Funding received pursuant to the school Plan may not be used:

1. To supplant funding for existing education programs;
2. For administrative costs; or
3. For capital expenditures.

Literacy Achievement Requirement

1. The Plan shall address the school's progress toward statewide literacy proficiency goals in accordance with SB 241 (2026) and State Rule R277-927.

2. If the school fails to meet statewide literacy goals, the school must dedicate at least 50% of TSSA funds toward evidence-based literacy interventions and practices as described in 53G-7-921304(2)(e).

LLA Board of Director's Meeting Monday, August 31, 2026

Action Item: *Amended Bullying and Hazing Policy*

Issue:

Amending the School's Bullying and Hazing Policy.

Background:

The USBE recently published a model Bullying Policy. Although the School's existing Bullying and Hazing Policy is already consistent with the model policy in most respects, several provisions from the model policy have been incorporated to further strengthen and clarify the School's policy. These revisions include adding definitions for "accountability practice" and "restorative justice practice," requiring the School to leave a voicemail and send an email to a parent if the parent cannot be reached by telephone regarding an incident involving the parent's child, clarifying that a student's age, development, maturity, and other relevant factors will be considered when determining appropriate discipline for a policy violation, and expanding the policy's provisions regarding annual reporting, employee training, and bullying incident reporting.

Recommendation:

It is recommended that the Board approve the Amended Bullying and Hazing Policy.

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Leadership Learning Academy Bullying & Hazing Policy



PURPOSE

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving Leadership Learning Academy (the “School”) students and employees. The School’s Board of Directors (the “Board”) has determined that a safe, civil environment in School is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, retaliation, and abusive conduct disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe environment.

POLICY

Prohibited Conduct

Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees are against federal, state, and local policy and are not tolerated by the School. The School is committed to providing all students with a safe and civil environment in which all members of the School community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate this conduct – including, but not limited to, civil rights violations – as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and/or employees by students and/or employees will not be tolerated in the School. Likewise, abusive conduct by students or parents or guardians against School employees is prohibited by the School and will not be tolerated in the School.

In order to promote a safe, civil learning environment, the School prohibits all forms of bullying of students and School employees (a) on School property, (b) at a School-related or sponsored event, or (c) while the student or School employee is traveling to or from School property or a School-related or sponsored event.

The School prohibits all forms of bullying, cyber-bullying, hazing, abusive conduct of or retaliation against students and School employees at any time and any location.

Students and School employees are prohibited from retaliating against any student, School employee or an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation.

Students and School employees are prohibited from making false allegations of bullying, cyber-bullying, hazing, abusive conduct, or retaliation against a student or School employees.

Students and School employees are prohibited from sharing a recording of an act of bullying, cyber-bullying, hazing, abusive conduct, and retaliation in order to impact or encourage future incidents. This restriction does not prevent a student or employee from sharing such a recording

with a teacher or administrator as part of reporting the incident or in response to a request from a teacher or administrator for the recording.

Students and School employees are prohibited from creating or distributing sexually explicit or nonconsensual intimate images.

In addition, School employees, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing, bullying, cyber-bullying, or abusive conduct and shall not plan, direct, encourage, assist, engage or participate in any activity that involves hazing, bullying, cyber-bullying, or abusive conduct.

Any bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to OCR compliance regulations.

Definitions

Abusive Conduct – For purposes of this policy, “abusive conduct” means verbal, nonverbal, or physical conduct of a parent or guardian or student directed toward a School employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

Accountability Practice – For purposes of this policy, “accountability practice” means any evidence-based practice that increases academic outcomes, decreases behavior that disrupts the learning environment, and holds students accountable for their actions by requiring them to take responsibility to repair harm and provide restitution when appropriate.

Action Plan – For purposes of this policy, “action plan” means a process to address an incident of bullying, cyber-bullying, hazing, or retaliation.

Bullying – For purposes of this policy, "bullying" means student bullying and staff bullying.

Civil Rights Violations – For purposes of this policy, “civil rights violations” means violations as outlined in the following federal laws:

- (1) Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the basis of race, color, or national origin);
- (2) Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex);
- (3) Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability); or
- (4) Title II of the Americans with Disabilities Act (prohibits discrimination on the basis of disability).

Cyber-bullying – For purposes of this policy, "cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

Hazing – For purposes of this policy, "hazing" means a School employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a School employee or student that:

- (1) (a) endangers the mental or physical health or safety of a School employee or student;
(b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
(c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a School employee or student; or
(d) involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and
- (2) (a)(i) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or
(ii) is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
- (3) The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Incident – For purposes of this policy, "incident" means a verified incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is prohibited in Utah Code § 53G-9-601 *et seq.*

Restorative Justice Practice – For purposes of this policy, "restorative justice practice" means a discipline practice that brings together students, school personnel, families, and community members to resolve conflicts, address disruptive behaviors, promote positive relationships, and healing.

Retaliate or Retaliation – For purposes of this policy, "retaliate or retaliation" means an act or communication intended:

- (1) as retribution against a person for reporting bullying or hazing; or

- (2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.

School Employee – For purposes of this policy, “School employee” means an individual working in the individual’s official capacity as:

- (1) a School teacher;
- (2) a School staff member;
- (3) a School administrator; or
- (4) an individual:
 - (a) who is employed, directly or indirectly, by the School; and
 - (b) who works on the School’s campus(es).

Staff Bullying – For purposes of this policy, “staff bullying” means a School employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another School employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and
- (2) substantially interferes with a student’s or employee’s educational or professional performance, opportunities, or benefits.

Student Bullying – For purposes of this policy, “student bullying” means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile; and
- (2) interferes with a student’s educational performance, opportunities, or benefits.

“Student bullying” and “staff bullying” do not mean instances of:

- (1) ordinary teasing, horseplay, argument, or peer conflict;
- (2) reasonable correction of behavior by a School employee; or
- (3) reasonable coaching strategies and techniques by a School employee who is a coach.

Verification – For purposes of this policy, “verification” means that an alleged incident has been found to be substantiated through a formal investigation process done by the School as outlined in this policy.

Volunteer – For purposes of this policy, “volunteer” means a non-employee with significant, unsupervised access to students in connection with a School assignment.

Reporting Prohibited Conduct

Students who have been subjected to or witnessed bullying, cyber-bullying, hazing, or retaliation, and students who have witnessed abusive conduct, ~~must~~ are strongly encouraged to promptly report such prohibited conduct to any School personnel orally or in writing. School personnel who receive reports of such prohibited conduct must report them to the Campus Principal.

School employees who have been subjected to or witnessed hazing, bullying, cyber-bullying, abusive conduct, or retaliation must report such prohibited conduct to the School's Campus Principal orally or in writing.

Each report of prohibited conduct shall include:

- (1) the name of complaining party;
- (2) the name of person subjected to the prohibited conduct (if different than complaining party);
- (3) the name of perpetrator (if known);
- (4) the date and location of the prohibited conduct; and
- (5) a statement describing the prohibited conduct, including names of witnesses (if known).

In connection with a report of prohibited conduct, students and School employees may request that their identity be kept anonymous, and reasonable steps shall be taken by the Campus Principal and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible. School employees must take strong responsive action to prevent retaliation, including assisting students who are subjected to prohibited conduct and his or her parents or guardians in reporting subsequent problems and new instances of prohibited conduct.

The Campus Principal or his/her designee shall promptly make a reasonably thorough investigation of all complaints of prohibited conduct, including, to the extent possible, anonymous reports, and shall, in accordance with the Consequences of Prohibited Behavior section below, administer appropriate discipline to all individuals who violate this policy. Formal disciplinary action is prohibited based solely on an anonymous report.

The Campus Principal may report to OCR all incidents of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that he/she reasonably determines may be violations of a student's or employee's civil rights.

It is the School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the School's computer equipment and network system, and routine monitoring or maintenance may lead to discovery that a user has violated School policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has

violated policy or law. Personal electronic devices of any student suspected of violation of this policy will be confiscated for investigation and may be turned over to law enforcement.

Investigation of Alleged Incidents

The School will investigate all allegations of bullying, cyber-bullying, hazing, retaliation, and abusive conduct in accordance with this policy and applicable law. The Campus Principal or his/her designee will investigate such allegations, and the School shall ensure that the investigator is provided adequate training to conduct such an investigation. The Lead Director or his/her designee will be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this paragraph.

The School will investigate these alleged incidents by interviewing:

- (1) the individual who was allegedly targeted;
- (2) the individual who is alleged to have engaged in the prohibited conduct;
- (3) the parents or guardians of the students who were allegedly targeted and the individual who is alleged to have engaged in prohibited conduct;
- (4) any witnesses;
- (5) School staff familiar with the student who was allegedly targeted;
- (6) School staff familiar with the individual who is alleged to have engaged in prohibited conduct; or
- (7) Other individuals who may provide additional information.

The individual who investigates an alleged incident will inform an individual being interviewed that (1) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and (2) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by R277-613.

In conducting this investigation, the School may (1) review disciplinary reports of involved students; and (2) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

The School shall keep a written record of the date and time individuals were interviewed; which individuals were interviewed (unless the individual requests to remain anonymous); and disciplinary reports and physical evidence reviewed as part of the investigation.

The School will report alleged incidents of bullying, cyber-bullying, hazing, retaliation, and abusive conduct to law enforcement when the Campus Principal reasonably determines that the alleged incident may have violated criminal law.

The School shall follow up with the parents or guardians of all parties to:

- (1) inform parents or guardians when an investigation is concluded;
- (2) inform parents or guardians what safety measures will be in place for their child, as determined by the investigation;
- (3) provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (“FERPA”); and
- (4) inform parents or guardians of the School’s Parent Grievance Policy if the parents or guardians disagree with the resolution of the investigation.

If the investigation results in a verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall create and implement an action plan for each such incident in accordance with Utah Code § 53G-9-605.5 and R277-613.

In addition, following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the Campus Principal may, if he/she determines it is appropriate:

- (1) use accountability practices in accordance with policies established by the School; and
- (2) provide supportive services designed to preserve the student’s access to educational opportunities and a sense of safety.

However, a student to whom an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct is directed is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the School would like any student to participate in a restorative justice practice, the School will notify the student’s parent or guardian of the restorative justice practice and obtain consent from the student’s parent or guardian before including the student in the process.

Parental Notification

The Campus Principal or his/her designee will timely notify a student’s parent or guardian if:

- (1) the student threatens suicide; or
- (2) the student is involved in an incident (including if the student is subjected to the incident or is the person who caused the incident) and of the action plan to address the incident.

If the Campus Principal or his/her designee believe that a situation exists which presents a serious threat to the well-being of a student, the Campus Principal or his/her designee shall notify the student’s parent or guardian without delay, before the end of the school day.

The Campus Principal or his/her designee will attempt to contact the parent or guardian by telephone to provide this notification and to discuss the matter. If the parent or guardian is not available by telephone, the Campus Principal or his/her designee will leave a voicemail and then also provide the parent or guardian the required notification by email.

The Campus Principal or his/her designee will produce and maintain a record that:

- (1) verifies that the School notified each parent or guardian as required above. If an in-person meeting takes place, the Campus Principal or his/her designee may ask the parent or guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the Campus Principal or his/her designee may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the Campus Principal or his/her designee will retain a copy of the email; and
- (2) tracks implementation of the action plan addressing the incident, if applicable.

The School will retain the record for at least as long as the student is enrolled at the School and will provide or expunge the record in accordance with Utah Code § 53G-9-604. The School will maintain the confidentiality of the record in accordance with the state and federal student data privacy laws referenced in Utah Code § 53G-9-604.

In addition to notifying the parent or guardian as set forth above, the Campus Principal or his/her designee will provide the parent or guardian with the following:

- (1) suicide prevention materials and information as recommended by the Utah State Board of Education in accordance with Utah Code § 53G-9-604(2)(b);
- (2) information on ways to limit a student's access to fatal means, including firearms or medication; and
- (3) information and resources on the healthy use of social media and online practices as provided in R277-613.

Action Plan to Address Incidents

Following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall develop and implement an action plan. The action plan shall include:

- (1) with respect to the targeted student and in direct coordination with the student's parent or guardian:
 - (a) a tailored response to the incident that addresses the student's needs;
 - (b) a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident;
 - (c) notification of the consequences and plan to address the behavior of the student who caused the incident, to the extent allowed by FERPA;
 - (d) support measures designed to preserve the student's access to educational services and opportunities; and

- (e) to the extent available, access to other resources the parent requests for the student; and
- (2) with respect to the student who caused the incident and in direct coordination with the student's parent or guardian:
 - (a) a range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities;
 - (b) a process to determine and provide any needed resources related to the underlying cause of the incident;
 - (c) supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students; and
 - (d) a process to remove the student from School in an emergency situation, including a description of what constitutes an emergency.

The School may not include in an action plan a requirement that the student to whom the incident was directed change the student's:

- (1) educational schedule or placement; or
- (2) participation in a School sponsored sport, club, or activity.

The School shall try to involve the parent or guardian of a student who was involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct in the development and implementation of an action plan. However, if, after the School attempts to involve a parent or guardian in the development and implementation of an action plan, the parent or guardian chooses to not participate in the process, the School may develop and implement an action plan without the parent or guardian's involvement.

Communication Plan

The School shall communicate with the parent or guardian of each student involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct about the implementation of the action plan. Specifically, the School shall provide regular updates on the implementation of the action plan to each such parent or guardian. The updates shall include:

- (1) the outcome of the School's investigation (if not already provided at the conclusion of the investigation);
- (2) a discussion of safety considerations for the student who is the subject of the incident; and
- (3) an explanation of the School's process for addressing the incident.

The Campus Principal or his/her designee shall oversee the implementation of the action plan, monitor the implementation of the communication plan/requirements within the action plan, and assist the School with case-specific needs when the School is addressing an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct.

Consequences of Prohibited Behavior

If, after an investigation, a student is found to be in violation of this policy by participating in or encouraging conduct prohibited by this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code § 53G-8-205 and School policy, removal from participation in School activities, and/or discipline in accordance with regulations of the U.S. Department of Education Office for Civil Rights (OCR). In determining the appropriate disciplinary or other responsive action for such a student, the School shall consider all relevant circumstances, including the involved students' respective ages and development and maturity levels, the nature and impact of the prohibited conduct, the surrounding circumstances, any prior incidents or patterns of behavior, the relationship between the parties involved, and the extent to which the prohibited conduct disrupted or interfered with the orderly operation of the School. Discipline may only be imposed on a student after appropriate due process has been provided.

If, after an investigation, a School employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination, reassignment or other appropriate action.

School officials have the authority to discipline students for off-campus or online speech that causes or threatens a substantial disruption to School operations, including violent altercations or a significant interference with a student's educational performance and involvement in School activities.

Grievance Process for School Employees

As explained above, a School employee who has experienced abusive conduct must report the abusive conduct to the School Campus Principal orally or in writing. If the School employee is not satisfied with the Campus Principal or Lead Director's investigation of the abusive conduct and/or the resulting disciplinary action (or recommended disciplinary action) against the perpetrator, the School employee may address/raise the issue in accordance with the School's Staff Grievance Policy.

Grievance Process for Parents and Guardians

A parent or guardian of a student who caused an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct may appeal one or more of the consequences included in an action plan in accordance with the School's Parent Grievance Policy.

Additional Provisions

The Campus Principal will ensure compliance with OCR regulations when civil rights violations are reported, as follows:

- (1) Once the School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the School must take immediate and appropriate action to investigate.

- (2) If it is determined that the bullying, cyber-bullying, or hazing of a student did occur as a result of the student's membership in a protected class, the School shall take prompt and effective steps reasonably calculated to:
 - (a) end the bullying, cyber-bullying, or hazing;
 - (b) eliminate any hostile environment; and
 - (c) prevent its recurrence.
- (3) These duties are the School's responsibilities even if the misconduct is also covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the School to take action, or identifies the bullying, cyber-bullying, or hazing as a form of discrimination.

The Campus Principal will take reasonable steps to ensure that any person subjected to prohibited conduct will be protected from further hazing, bullying, cyber-bullying, abusive conduct, and retaliation and that any student or School employee who reports such prohibited conduct will be protected from retaliation.

If the Campus Principal believes that any person who was subjected to or who caused conduct prohibited by this policy would benefit from counseling, the Campus Principal may refer such individuals for counseling.

If the Campus Principal believes that it would be in the best interests of the individuals involved, the Campus Principal may involve the parents or guardians of a student who was subjected to or a student who caused hazing, bullying, cyber-bullying, or retaliation in the process of responding to and resolving conduct prohibited by this policy.

Incidents of bullying, cyber-bullying, hazing, and retaliation will be reported in the School's student information system as required.

Student Assessment

The Campus Principal or his/her designee will assess the prevalence of bullying, cyber-bullying, hazing, and retaliation in the School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas.

Training

The Campus Principal will ensure that School students, employees, coaches, and volunteers receive training on bullying, cyber-bullying, hazing, retaliation, and abusive conduct from individuals qualified to provide such training. The training shall meet the standards established by the Utah State Board of Education's rules and include information on:

- (1) bullying, cyber-bullying, hazing, retaliation, and abusive conduct;
- (2) discrimination under the following federal laws:
 - (a) Title VI of the Civil Rights Act of 1964;
 - (b) Title IX of the Education Amendments of 1972;

- (c) Section 504 of the Rehabilitation Act of 1973; and
- (d) Title II of the Americans with Disabilities Act of 1990;

- (3) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination;
- (4) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are prohibited based upon race, color, national origin, sex, disability, or religion;
- (5) the right of free speech and how it differs for students, employees, and parents or guardians; and
- (6) safe digital citizenship.

The training will also complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53G-9-704(1), and also include information on when issues relating to R277-613 may lead to student or employee discipline.

The training shall be offered to:

- (1) new school employees, coaches, and volunteers within the first year of employment or service;
- (2) all School employees, coaches, and volunteers at least once every three years after the initial training; and
- (3) all students (regardless of whether they are involved in athletics or extracurricular activities or clubs) at a frequency determined by the Campus Principal.

In addition to the training requirements described above, any student, employee, or volunteer coach participating in a School sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity, shall, prior to participating in the athletic program or activity, participate in bullying, cyber-bullying, hazing, retaliation, and abusive conduct prevention training. This training shall be offered to new participants on an annual basis and to all participants at least once every three years. The School will inform student athletes and extracurricular club members of prohibited activities under R277-613 and potential consequences for violation of the law and the rule.

The School will maintain training participant lists or signatures and provide them to the Utah State Board of Education upon request.

Liaison to Utah State Board of Education

The Lead Director or his/her designee shall act as the School's liaison to the Utah State Board of Education regarding bullying, cyber-bullying, hazing, abusive conduct, and retaliation.

Distribution of Policy and Signed Acknowledgement

The School will inform students, parents or guardians, School employees, and volunteers that hazing, bullying, cyber-bullying, abusive conduct, and retaliation are prohibited by distributing a copy of this policy to such individuals annually. A copy of this policy will also be posted on the School's website and included in any student conduct or employee handbooks issued by the School.

On an annual basis, School employees, students who are at least eight years old, and parents or guardians of students shall sign a statement indicating that they have received this policy.

Annual Reporting

In accordance with Utah Code 53G-9-606 and R277-613, the School shall annually report the following information to the Utah State Board of Education on or before June 30:

- (1) a copy of this policy;
- (2) the School's implementation of the signed statement requirement described in Utah Code § 53G-9-605;
- (3) verification of the School's training of its employees relating to bullying, cyber-bullying, hazing, retaliation, and abusive conduct described in Utah Code § 53G-9-607;
- (4) incidents of student bullying, cyber-bullying, hazing, and retaliation; and
- (5) the number and type of incidents described in subsection (4) immediately above that include a student who was alleged bullied, cyber-bullied, hazed, or retaliated against based on the student's actual or perceived characteristics, including disability, race, national origin, religion, sex, gender identity, or sexual orientation, including the federal reporting requirements for civil rights violations.

LLA Board of Director's Meeting Monday, August 31, 2026

Action Item: *Combining Electronic Devices, Electronic Resources, and Internet Safety Policies*

Issue:

Combining the School's policies governing electronic devices, electronic resources, and internet safety and making necessary updates.

Background:

School administration would like to combine the following three policies into the Electronic Devices Policy and rename the policy the Electronic Devices and Resources Policy:

- Student Acceptable Use of Electronic Resources Policy
- Staff Acceptable Use of Internet and Electronic Resources Policy
- Internet Safety Policy

In addition, the electronic devices and internet safety portions of this combined policy require revisions as a result of several bills that were passed during the 2026 legislative session, including HB 44, SB 69, and SB 88. The changes include specifying that the policy be reviewed and approved at least every three years, that AI glasses be included in the definition of "electronic device," and that parents be permitted to request that administration allow their student to briefly use a privately-owned electronic device during non-instructional time at a specified location designated by the school. Other changes also include clarifying the definition of "obscene" and "harmful to minors" and explaining that the School's technology protection measures include a parent-accessible monitoring system that allows parents to review the activity of their children on School-owned electronic devices

Recommendation:

It is recommended that the Board approve the combined Student Acceptable Use of Electronic Resources Policy, the Staff Acceptable Use of Internet and Electronic Resources Policy, and the Internet Safety Policy with the School's Electronic Devices Policy as presented, that the combined policy be re-named the Electronic Devices and Resources Policy, and that the proposed revisions to the policy be approved AND to rescind the separate Student Acceptable Use of Electronic Resources Policy, the Staff Acceptable Use of Internet and Electronic Resources Policy, and the Internet Safety Policy now that they have been combined into one policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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

Leadership Learning Academy

Electronic Devices and Resources Policy



PURPOSE

Leadership Learning Academy (the “School”) recognizes the value of computer and other electronic resources to improve student learning and enhance the effectiveness of the School’s administration and operation. To this end, the School has 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, employees, 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 devices and 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~~that electronic devices are widely used and are important tools in today’s society. The purpose of this policy is to ensure that the use of electronic devices does not interfere with the learning, safety, and security of the student body.~~

POLICY

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, or AI glasses.

“**Instructional time**” means the hours during the ~~s~~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~~ hours**” means the ~~hours that make up~~ time from the beginning of the School day, according to as designated by the School’s bell schedule, until the end of the School day, as designed by the School’s bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

“**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.

Use of Electronic Devices

Electronic devices may be possessed and used during ~~the s~~School ~~hours~~day and during School-sponsored activities as follows:

- Electronic toys are not allowed in the School.
- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. Please also refer to the School’s Bullying and Hazing Policy.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used in a manner that disrupts School operations or School-sponsored activities.
- Electronic devices may not be used to access obscene, pornographic, or other inappropriate material at School or School-sponsored activities.
- Students may have privately-owned electronic devices at School during ~~the s~~School ~~day~~hours. However, during ~~the s~~School ~~day~~hours privately-owned electronic devices must remain out of sight in a bag or backpack and be turned off or set to a mode where notifications can’t be received, unless an exception provided herein applies.
- Students may not use or respond to privately-owned electronic devices during ~~the s~~School ~~day~~hours, unless an exception provided herein applies.
- 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, unless an exception provided herein applies.

Exceptions

The Lead Director or Campus Principal may give permission for a student to possess and use a privately-owned electronic device during ~~the s~~School ~~day~~hours 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 Lead Director or Campus Principal allow a student to possess and use a privately-owned electronic device on active mode at all times during ~~the s~~School ~~day~~hours and during School-sponsored activities, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations. Parents may also request that the Lead Director or Campus Principal allow a student to briefly use a privately-owned electronic device during non-instructional time in a specified location designated by the School.

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~~ hours and during School-sponsored activities, including during assessments, based on a written Section 504 plan, an IEP, or legitimate circumstances determined by the Lead Director or Campus Principal.

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

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

Parents may make other individualized requests for exceptions to this policy to the Lead Director or 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 Lead Director. 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 Lead Director, Campus Principal, teachers, and other designated individuals may confiscate electronic devices according to this policy.

Despite the foregoing, a student's privately-owned electronic device may be confiscated after an initial or other violation of these procedures if the violation is deemed serious by the Lead Director, Campus Principal, teacher, or another individual designated by the Lead Director or Campus 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 School personnel only 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 personnel, with or without cause.

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 all personal data will be cleared from the devices before their disposal.

The Lead Director or Campus Principal may, subject to applicable law, impose other additional disciplinary consequences for a student's violation of this policy as they determine is reasonable under the circumstances, including 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
- 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 this policy 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 or its enforcement, or complaints about observed behavior regarding the policy, 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 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.

Other Provisions

Picture taking or sound or video recording by students is prohibited in school unless authorized by a teacher or the administration. 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 jointly 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 Lead Director. Such individuals who use the School's electronic resources may not use such resources, including the School's equipment, services, or connectivity, whether on or off School property, to access inappropriate material or information.

Internet Safety

It is the School's policy ~~of Leadership Learning Academy (the "School")~~ 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 (47 U.S.C. § 254(h)).

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, which means material that is obscene under as that term is defined in section 1460 of title 18, United States Code, and applicable United States Supreme Court precedent.
- 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, as set forth in section 254 of title 47, United States Code, 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, t~~Technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. These technology protection measures constitute the School’s preapproved content filtering system as described in Utah Code § 53G-7-1003, and they shall be employed by the School regardless of whether a parent requests them or not. The School shall also employ a parent-accessible monitoring system, which is a technology platform that enables a parent to review the activity of the parent’s student on 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.

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, 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 members of the School staff to educate, supervise and monitor appropriate usage of the 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 21st Century Act. This will include 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.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Lead Director or designated representatives.

~~The Board will review this policy regularly.~~

Student Acceptable Use of Electronic Resources

~~Leadership Learning Academy's~~ (The "School's") goal in providing ~~E~~electronic ~~R~~resources to students is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use. To maximize the benefits of these resources, and to avoid abuse or access to inappropriate information and services, the Board has adopted the following "Acceptable Use" policy.

1. Definition: *Electronic Resources* – The term "Electronic Resources" includes ~~s~~School-issued electronic devices, the School's Internet, email, and network.
2. Access to ~~E~~electronic ~~R~~resources permits communication with and access to information and people all over the world. Electronic ~~R~~resource utilization comes with the risk of access to materials that may be considered to be inappropriate, unacceptable, and possibly illegal or of no educational value in the school setting. The School has initiated safeguards to restrict access to inappropriate materials. However, it is impossible on a global Internet to control access to all sites, data, and communication, which a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate teacher or administrator.
3. The School reserves the right to monitor and review the use of ~~E~~electronic ~~R~~resources at any time in order to determine any inappropriate use. The School will make every attempt to comply with the state and federal guidelines set forth in Utah State Law and CIPA (Child Internet Protection Act).
4. The use of electronic resources is a privilege, not a right. Students who are found to abuse electronic resources, which includes, but is not limited to: violating copyrights; bullying, hazing, intimidation, harassment and threats; accessing pornography or other obscene material; using inappropriate language; gambling; unauthorized games; intentional destruction or damage; or other unauthorized or inappropriate use, will be subject to disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The administrator may limit, suspend, or revoke the use of ~~E~~electronic ~~R~~resources for violations, which may cause the student to be unable to participate in required assessments or complete assignments, which could adversely affect the student's grade. Please also refer to the School's Bullying and Hazing Policy.
5. Students are personally responsible for School ~~E~~electronic ~~R~~resources assigned to them, including both loss of or damage to the devices and for proper use of the devices.
6. Before any student will be given access to the School's ~~E~~electronic ~~R~~resources, a properly signed "Acceptable Use Agreement" by a parent or guardian and student must be submitted. The Acceptable Use Agreement acknowledges that the School is not responsible for unauthorized or improper access or use of the School's ~~E~~electronic ~~R~~resources.

~~The Board will review this policy regularly.~~

Staff Acceptable Use of Electronic Resources

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is difficult to control. Additionally, improper use of the School's electronic resources by employees has the potential to damage the School's image and to impair its electronic resources, thereby causing financial harm to the School. Therefore, the Board adopts this policy governing employees' use of electronic resources and requires employees to agree to these terms in order to establish standards and provide guidance to employees. Employees shall not engage in any activity that does not conform to this policy and any additional guidance established by the Board and/or the Lead Director from time to time.

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 ethical and responsible conduct in all network activities by staff and students. The School recognizes its legal and moral obligation to protect the well-being of students in its charge and to preserve the integrity of its electronic resources. To this end, the School retains the following rights:

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 of user's 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. To delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. To 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 equipment, or otherwise have occasion to observe student use of the School's electronic resources, shall make reasonable efforts to monitor the use to assure that it conforms to the mission and goals of the School and to any acceptable use policy governing students' use of electronic resources. Staff must make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be provided.

User Responsibilities

Use of the computers and other electronic resources provided by the School is a privilege that offers a wealth of information and resources to assist employees in fulfilling their responsibilities and promoting the School's mission and vision. In order to maintain this privilege, users must agree to comply with all of the provisions of this policy. Users aware of any violation of this policy by any employee should report the violation to the Lead Director. *Violation of these policies is grounds for discipline, up to and including termination.*

Acceptable Use

1. All use of the electronic resources whether inside or outside the School, must be in support of educational, research or professional development objectives 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 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 scan all files, including downloadable files and files transferred using a flash-drive or other device, with virus detection software before opening.
7. Users must exhibit exemplary behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must use proper precautions to protect electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets.
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.
10. Employees may use privately-owned electronic devices on School premises or at School-sponsored activities when the employee has supervisory duties only as directed by the administration.

Unacceptable Use

1. Excessive use of the School's electronic resources for personal matters is prohibited.
2. The use of the School's network in connection with social networking sites, including but not limited to Facebook, MySpace, Twitter, etc. for non-school related activities is prohibited.
3. Any use of the School's electronic resources for commercial or for-profit purposes is prohibited.
4. Any use of the School's electronic resources for product advertisement or political lobbying is prohibited.
5. Attaching personal equipment to the School's network requires Lead Director or designee authorization.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or impersonate or misrepresent other users of the School's network.
7. No use of the network shall serve to disrupt the use of the network by others.
8. The School's electronic resources may not be destroyed, modified, or abused in any way.
9. Use of electronic resources in a manner that threatens or impairs the integrity or security of the network is prohibited.
10. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors is prohibited.
11. Use of any software in violation of the applicable license or use agreement is prohibited.
12. Use of the School's electronic resources to access, process, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Lead Director) is prohibited.
13. Privately-owned electronic devices may not be used to access inappropriate material at School or at School-sponsored activities.
14. The School's electronic resources may not be used for downloading entertainment software, files or other material not related to the mission and objectives 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.
15. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, 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 (Title 17, U.S.C.).
16. Use of the School's electronic resources for any unlawful purpose is prohibited.
17. Use of the School's electronic resources to access, process, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images is prohibited.
18. Use of electronic resources for playing games is prohibited unless it is for instructional purposes or otherwise approved by the Lead Director.
19. 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.

20. Permitting or granting access to the network, 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, is prohibited.
21. Using portable data storage devices to transport files or data containing sensitive information such as student or faculty personal identifiable information, between the School's computers or network and the user's personal computers is prohibited.
22. Establishing connections to live communications, including text, voice or video, is prohibited unless specifically authorized by the network administrator.
23. 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 is prohibited.

Disclaimer

1. The School cannot be held accountable for the 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.
7. The School may contact law enforcement if School employees believe that an employee or volunteer has used electronic resources in connection with a violation of criminal law, and criminal penalties may arise from such activity.

Privacy

Use of and access to the School's electronic resources is provided 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 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.

~~The Board will review this policy regularly.~~

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 and other Board policies and administrative procedures addressing the appropriate use of electronic devices and the School's electronic resources;
- The importance of digital citizenship;
- The School's conduct and discipline related consequences as related to a violation of these rules;
- 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.

Complaints

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

Review

The Board will review and approve this policy ~~regularly~~ at least every three years.

LLA Board of Director's Meeting Monday, August 31, 2026

Action Item: *Amend Paid Parental & Postpartum Recovery Leave Policy*

Issue:

Amending Paid Parental and Postpartum Recovery Leave Policy.

Background:

HB 329 from the 2026 legislative session expanded paid leave benefits for qualified LEA employees. The bill requires LEAs to provide an additional three (3) weeks of paid leave to a qualified employee who adopts a child under six (6) years of age (this leave is in addition to the three (3) weeks of parental leave already available to a qualified employee who adopts a child). The bill also creates a separate category of foster leave, requiring LEAs to provide four (4) weeks of paid leave to a qualified employee who becomes a foster parent of a child. Unlike adoption leave, foster leave is not in addition to parental leave because the bill removes foster leave from the parental leave category and establishes it as a separate leave benefit. The Paid Parental and Postpartum Recovery Leave Policy has been revised to incorporate these changes, and its title has been updated to the Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy. Another change to the policy was made to specify that non-contract days during an employee's summer break count toward the applicable leave period.

Recommendation:

It is recommended that the Board approve the Amended Paid Parental and Postpartum Recovery Leave Policy and changing its title to Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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

Leadership Learning Academy
Paid Parental, & Postpartum Recovery,
Adoption, and Foster Leave Policy



In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental leave, ~~and~~ postpartum recovery leave, adoption leave, and foster leave ~~to enable employees to care for and bond with their new child and to recover from childbirth. This policy is effective July 1, 2025.~~

Definitions

For purposes of this policy:

“Adoption leave” means paid leave hours the School provides to an adoption leave eligible employee.

“Adoption leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is legally adopting a young child, unless the employee is the spouse of the young child’s pre-existing parent.

“Child” means an individual younger than 18 years old.

“Foster leave” means paid leave hours the School provides to a foster leave eligible employee.

“Foster leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is the foster parent of a child.

“Parental leave” means paid leave hours the School provides to a parental leave eligible employee to bond with a child or incapacitated adult, including a child or incapacitated adult for whom the parental leave eligible employee is appointed the legal guardian.

“Parental leave eligible employee” means a School employee who receives regular paid personal time off (PTO) benefits from the School and is:

- (a) a birth parent as defined in Utah Code § ~~78B-6-103~~81-13-101;
- (b) legally adopting a ~~minor~~ child, unless the ~~individual~~employee is the spouse of the child’s pre-existing parent;
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement; or
- (d) appointed the legal guardian of a ~~minor~~ child or incapacitated adult; ~~or~~
- ~~(e) a foster parent of a minor child.~~

“Postpartum recovery leave” means paid leave hours the School provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

“Postpartum recovery leave eligible employee” means ~~an~~ School employee who:

- (a) ~~who~~ receives regular paid personal time off (PTO) benefits from the School; and
- (b) ~~who~~ gives birth to a child.

“Qualified employee” means:

- (a) a parental leave eligible employee; ~~or~~
- (b) a postpartum recovery leave eligible employee;
- (c) an adoption leave eligible employee; or
- ~~(b)~~ (d) a foster leave eligible employee.

“Qualified leave” means:

- (a) parental leave;
- (b) postpartum recovery leave;
- (c) adoption leave; or
- (d) foster leave.

“Retaliatory action” means to do any of the following regarding an employee:

- (a) dismiss the employee;
- (b) reduce the employee’s compensation;
- (c) fail to increase the employee’s compensation by an amount to which the employee is otherwise entitled to or was promised;
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

“Young child” means an individual younger than six years old.

~~Paid~~ Postpartum Recovery Leave

The School allows a postpartum recovery leave eligible employee to use up to three calendar weeks of ~~paid~~ postpartum recovery leave for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by the Lead Director; and
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee; ~~and~~
- ~~(d) runs consecutively to parental leave.~~

A postpartum recovery leave eligible employee's ~~paid~~ postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

Paid Parental Leave

The School allows a parental leave eligible employee to use up to 15 contracted workdays of ~~paid~~ parental leave for:

- (a) the birth of the parental leave eligible employee's child;
- (b) the adoption of a child; or
- (c) the appointment of legal guardianship of a child or incapacitated adult; ~~or~~
- ~~(d) the placement of a foster child in the parental leave eligible employee's care.~~

Parental leave as described above:

- (a) may not be used before the day on which:
 - (1) the parental leave eligible employee's child is born;
 - (2) the parental leave eligible employee adopts a child; or
 - (3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; ~~or~~
 - ~~(4) a foster child is placed in the parental leave eligible employee's care;~~
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
 - (1) by mutual written agreement between the School and the parental leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

A parental leave eligible employee's ~~paid~~ parental leave does not increase if the parental leave eligible employee:

- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child; or
- ~~(c) has more than one foster child placed in the parental leave eligible employee's care; or~~
- ~~(d)~~ (c) is appointed legal guardian of more than one child or incapacitated adult.

A parental leave eligible employee may not use more than 15 contracted workdays of ~~paid~~ parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (a) becomes the parent of more than one child;
- (b) adopts more than one child; or

- ~~(c) has more than one foster child placed in the parental leave eligible employee's care; or~~
~~(d)~~(c) is appointed legal guardian of more than one child or incapacitated adult.

Adoption Leave

The School allows an adoption leave eligible employee to use up to 15 contracted workdays of adoption leave for adopting a young child, unless the employee is the spouse of the young child's pre-existing parent.

Adoption leave as described above:

- (a) may not be used before the day on which the adoption leave eligible employee adopts a young child;
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
 - (1) by mutual written agreement between the School and the adoption leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the young child;
- (d) runs concurrently with FMLA leave, if applicable to the adoption leave eligible employee; and
- (e) runs consecutively to parental leave taken for the adoption of a child.

An adoption leave eligible employee's adoption leave does not increase if an adoption leave eligible employee adopts more than one young child. Accordingly, an adoption leave eligible employee may not use more than 15 contracted workdays of adoption leave within a single 12-month period, regardless of whether during that 12-month period the adoption leave eligible employee adopts more than one young child.

If a young child is legally adopted by two adoption leave eligible employees, the adoption leave eligible employees are entitled to use a single 15-contracted-workday period of adoption leave, which the employees may allocate between themselves. Adoption leave eligible employees who intend to allocate adoption leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the "Notice of Plan to Take Leave" section below.

Foster Leave

The School allows a foster leave eligible employee to use up to 20 contracted workdays of foster leave for the placement of a foster child in the employee's care.

Foster leave as described above:

- (a) may not be used before the day on which a child is placed in foster care with a foster leave eligible employee;
- (b) may not be used more than six months after the date described immediately above;
- (c) may not be used after the child is no longer placed in foster care with the foster leave eligible employee;

- (d) may be used intermittently; and
- (e) runs concurrently with FMLA leave, if applicable to the foster leave eligible employee.

A foster leave eligible employee's foster leave does not increase if a foster leave eligible employee has more than one child placed in foster care with the foster leave eligible employee. Accordingly, a foster leave eligible employee may not use more than 20 contracted workdays of foster leave within a single 12-month period, regardless of whether during that 12-month period more than one child is placed in foster care with the foster leave eligible employee.

If a child is placed in foster care with two foster leave eligible employees, the foster leave eligible employees are entitled to use a single 20-contracted-workday period of foster leave, which the employees may allocate between themselves. Foster leave eligible employees who intend to allocate foster leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the "Notice of Plan to Take Leave" section below.

A qualified employee may not use:

- (a) both foster leave and parental leave with respect to the same child; or
- (b) both foster leave and adoption leave with respect to the same young child.

Leave Period

The maximum amount of ~~paid~~ postpartum recovery leave available to qualified employees under this policy is three calendar weeks. Any non-contracted workdays (such as weekends, holidays, days during summer break, etc.) that occur ~~during~~after a qualified employee's ~~paid~~ postpartum recovery leave has begun count toward the three-calendar-week leave period.

The maximum amount of ~~paid~~ parental leave available to qualified employees under this policy is 15 contracted workdays. Any non-contracted workdays (such as weekends, holidays, days during summer break, etc.) that occur ~~during~~after a qualified employee's ~~paid~~ parental leave has begun do not count toward the 15-contracted-workday leave period.

The maximum amount of adoption leave available to qualified employees under this policy is 15 contracted workdays. Any non-contracted workdays (such as weekends, holidays, days during summer break, etc.) that occur after a qualified employee's adoption leave has begun do not count toward the 15-contracted-workday leave period.

The maximum amount of foster leave available to qualified employees under this policy is 20 contracted workdays. Any non-contracted workdays (such as weekends, holidays, days during summer break, etc.) that occur after a qualified employee's foster leave has begun do not count toward the 20-contracted-workday leave period.

Notice of Plan to Take Leave

Qualified employees shall give the Campus Principal or Lead Director notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using qualified leave~~parental leave or postpartum recovery leave~~; and

(b) stop using ~~qualified leave~~~~postpartum recovery leave~~.

If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by the Campus Principal and Lead Director. If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to ~~paid parental or postpartum recovery~~~~qualified~~ leave), the Campus Principal or Lead Director shall inform the employee. Employees may be required to provide documentation supporting the need for ~~parental or postpartum recovery~~~~qualified~~ leave.

Other Leave

Except with respect to FMLA leave, the School may not charge ~~parental leave or postpartum recovery~~~~qualified~~ leave against a qualified employee's regular paid personal time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

Employee Benefits During Leave

During the time a qualified employee uses ~~parental~~~~qualified~~ leave~~or postpartum recovery leave~~, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the ~~parental leave or postpartum recovery~~~~qualified~~ leave, provided that the qualified employee pays any required employee contributions.

Employee Position after Leave

Following the expiration of a qualified employee's ~~parental~~~~qualified~~ leave~~or postpartum recovery leave~~, the School shall ensure that the qualified employee may return to:

- (a) the position that the qualified employee held before using ~~parental~~~~qualified~~ leave~~or postpartum recovery leave~~; or
- (b) a position within the School that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using ~~parental~~~~qualified~~ leave~~or postpartum recovery leave~~.

Despite the foregoing, if during the time a qualified employee uses ~~parental~~~~qualified~~ leave~~or postpartum recovery leave~~, the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the ~~parental leave or postpartum recovery~~~~qualified~~ leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the ~~parental leave or postpartum recovery~~~~qualified~~ leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused ~~parental~~~~qualified~~ leave~~or postpartum recovery leave~~.

Retaliatory Action

The School may not interfere with or otherwise restrain a qualified employee from using ~~parental~~qualified leave ~~or postpartum recovery leave~~ in accordance with this policy. In addition, the School may not take retaliatory action against a qualified employee for using ~~parental~~qualified leave ~~or postpartum recovery leave~~ in accordance with Utah Code § 53G-11-209.

Part-Time Qualified Employees

In the event a qualified employee of the School is also a part-time employee, the employee shall be allowed to use the amount of ~~parental~~qualified leave ~~or postpartum recovery leave~~ available to the qualified employee under this policy on a pro rata basis.

LLA Board of Director's Meeting Monday, August 31, 2026

Action Item: *Amending Sex Education Instruction Policy*

Issue:

Amending the Sex Education Instruction Policy.

Background:

HB 281 from the 2025 legislative session revised the definition of “sex education instruction.” It also modified the list of sex education related topics that are not allowed to be taught in school (e.g., adding abortion or abortive methods to the list of prohibited topics). In addition, HB 281 revised health curriculum requirements for junior high and high school students (e.g., requiring instruction in “situational awareness” and the “success sequence”). The school’s Sex Education Instruction Policy and admin procedures have been revised to comply with the updated definitions and requirements from HB 281. Other proposed revisions to the policy and procedure have also been made, including specifying that parent or staff complaints about the school’s sex education instruction materials should be addressed in accordance with the school’s applicable grievance policy. Although HB 281 was passed in 2025, the changes relative to sex education instruction go into effect beginning July 1, 2026.

Recommendation:

It is recommended that the Board approve the Amended Sex Education Instruction Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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

Leadership Learning Academy

Sex Education Instruction Policy



POLICY PURPOSE

The purpose of this policy is to ensure that any sex education instruction or instructional programs taught at Leadership Learning Academy (the "School") is compliant with state law.

POLICY

The School will comply with applicable state law regarding the review, approval, and presentation of sex education instruction or instructional programs if the School elects to provide sex education instruction or instructional programs, including maturation education, at the School.

"Sex education instruction or instructional programs" means any course material, unit, class, lesson, activity, or presentation that, as the focus of the discussion, provides instruction or information to a student about: sexual abstinence, human ~~sexuality~~ development, including puberty and maturation; human ~~reproduction~~ reproductive processes, including conception, fetal development, pregnancy, and birth; human reproductive anatomy and; physiology; healthy dating practices, ~~pregnancy~~, marriage, and parenthood, in accordance with the success sequence as defined in Utah Code § 53G-10-402; adoption in accordance with Utah Code § 53G-10-404; information about contraceptive methods or devices in accordance with Utah Code § 53G-10-402(2)(b) and (c); childbirth, parenthood, contraception, or HIV/AIDS, chronic, infectious, and acute diseases and conditions of the reproductive system, including, sexually transmitted infections and diseases; or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

The Lead Director shall establish administrative procedures to help the School comply with the requirements related to sex education instruction or instructional programs under Utah law.

REVIEW

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

Chuma Uzoh—LLA Board President



Sex Education Instruction Administrative Procedures

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors. If the School elects to provide sex education instruction, maturation education, or other similar instructional programs at the School, then the School will follow these administrative procedures.

In accordance with state law, all sex education instruction or instructional programs, which include all maturation education programs, will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. ~~Specifically, the School will:~~

- ~~• teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;~~
- ~~• teach personal skills that encourage individual choice of abstinence and fidelity; and~~
- ~~• obtain prior parental consent before any sex education instruction, maturation education, or other instructional program.~~

The Lead Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Lead Director. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction, including ~~or~~ a maturation education program. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction, including ~~or~~ a maturation education program must be approved by the School's Board of Directors. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

- The intricacies of ~~intereourse~~, sexual stimulation or erotic behavior;
- The advocacy of premarital or extramarital sexual activity;
- The advocacy or encouragement of the use of contraceptive methods or devices (however, instruction that includes information about contraceptive methods or devices, not including abortion or any abortive methods, that stresses effectiveness, failure rates for youth, limitations, risks, and information on state law applicable to minors obtaining contraceptive methods or devices is allowed); or
- Any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult, including as a response to a spontaneous question from a student~~The advocacy of premarital or extramarital sexual activity.~~

The School will comply with the ~~Utah Family Educational Rights and Privacy Act~~, student privacy laws in Utah Code § 53E-9-202 through -203, and obtain parental consent prior to any sex education instruction, including maturation education,~~or other instructional program~~. At no time will a student be in the classroom during any such sex education instruction,~~maturaton education, or other instructional program~~ unless an approval form signed by the student's parent/guardian is on file. The parental notification form (aka the approval form) will:

- explain a parent's right to review proposed curriculum materials in a timely manner;
- request the parent's permission to instruct the parent's student in identified course material related to sex education instruction, including~~or~~ maturation education;
- allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction, including~~or~~ maturation education is presented and discussed;
- be specific enough to give parents fair notice of topics to be covered;
- include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and
- be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with the student privacy requirements of ~~the Utah Family Educational Rights and Privacy Act~~ Utah Code § 53E-9-202 through -203.

Any complaint or appeal concerning sex education instruction materials adopted by the School should be addressed in accordance with the School's Parent Grievance Policy or Staff Grievance Policy, as applicable.

LLA Board of Directors' Meeting Monday, August 31, 2026

Action Item: *LEA-Specific Educator License(s)*

Issue:

The School's administration is requesting the following be a candidate for an LEA-specific license:

- Tiffany Milekova – Elementary License
- Ashley Chavez – Elementary License
- Bailee Fluckiger – Elementary License

Background:

Under the School's LEA-Specific Educator License Policy, the School's administration proposes to the Board of Directors individuals the administration feels are good candidates for an LEA-specific educator license. An LEA-specific educator license is a temporary license that teachers may teach under while they are in the process of completing the requirements for an associate or professional license. An LEA-specific educator license can be valid for one, two, or three years.

The School's administration has followed the processes and considered the criteria outlined in the Policy with respect to proposing the candidate named above to the Board candidates, including vetting and interviewing the candidate. The School's administration has also provided the Board with an explanation and rationale for requesting an LEA-specific educator license for the candidate. The administration's explanation and rationale for requesting an LEA-specific educator license for the candidate includes: the individual has been trained in LLA's teaching model, has experience in classrooms, and will continue to receive training and mentoring while enrolling in a program to receive their professional and/or associate license.

The Board believes that it is appropriate under the policy to approve the administration's request for an LEA-specific educator license for the candidate named above.

Recommendation:

It is recommended that the Board approve the request for LEA-specific educator licenses for Tiffany Milekova, Ashley Chavez, and Bailee Fluckiger all for an elementary license and a period of three years.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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

SY26-27 LEA-S(pecific) Requests

LEA (District or Charter) Name	Date LEA's Board Met	CACTUS ID	Last Name	First Name	Is this a RENEWAL Request from SY24-25? (Y/N)	License Area 1	Rational/Motions	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)	PE ONLY: CPR Cert #
<i>Granite SD</i>	<i>1/5/21</i>	<i>999999</i>	<i>Example</i>	<i>Educator</i>	<i>N</i>	<i>Secondary</i>	<i>Educator is enrolling in EPP Fall 2021</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	
Leadership Learning Academy Layton	8/31/26	829511	Milenkova	Tiffany	N	Elementary	Tiffany is licensed in Virginia, she is trying to get licensed in UT Ashley has completed her Appel certification. She has taught for us and her students score well.	Y	N	Y	Y	N	N	N/A
Leadership Learning Academy Ogden	8/31/26	746041	Chavez	Ashley	Y	Elementary	Bailee is a current teacher in Ogden. Her students receive good scores and are prepared for the next grade. She is currently in and education program with WGU	Y	N	Y	N	Y	Y	N/A
Leadership Learning Academy Ogden	8/31/26	794689	Fluckiger	Bailee	Y	Elementary		Y	N	Y	Y	Y	Y	N/A