

Hawthorn Academy

Board of Directors Meeting

Date: September 9, 2026

Time: 8:45AM

Location: 9062 S 2200 W, West Jordan UT 84088



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

AGENDA

CALL TO ORDER - 8:45AM

PUBLIC COMMENT - 8:45AM

PLEDGE OF ALLEGIANCE - 8:45AM

CONSENT ITEMS - 8:50AM

- 08.10.2026 Board Meeting and Closed Session Minutes
- 08.24.2026 Board Meeting and Closed Session Minutes

REPORTS - 8:50AM

- Director's Report
 - 2026/2027 Training Plan
 - School Safety Report
 - Utah Education Policy Center Collaboration Report
- Finance Report

VOTING ITEMS & DISCUSSION ITEMS - 9:15AM

- Insurance Renewal Purchase
- TSSA Framework
- LEA Licenses
- Corrective Action Plan Review
- Board Review
- Policies & Plans
 - Cardiac Emergency Response Plan
 - Wellness Policy

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

- Capitalization and Expense Policy
- Electronic Resource Policy
- Fee Waiver Policy
- Financial Reporting Policy
- Procurement Policy
- Sex Education Instruction Policy
- Transportation of Students Policy
- REVIEW: Donation & Fundraising

CLOSED SESSION - closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a). – **10:00AM**

CALENDARING

- Next November 11, 2026—South Jordan Campus

ADJOURN – 10:15AM



EXECUTIVE SUMMARY

DIRECTOR'S REPORT

Floyd Stensrud will present the Director's Report.

Action: *No action needed*

2026/2027 TRAINING PLAN

Ongoing board training supports effective governance, informed decision-making, and compliance with statutory requirements. Board members participate in a minimum of three training sessions each year to strengthen their understanding of fiduciary responsibilities, policy oversight, and best practices in public education governance. These trainings ensure the board remains aligned with legal standards and well-equipped to serve the school community. The 2026/2027 Training Plan is presented for the Board's review and outlines the trainings scheduled for the coming year.

Action: *No Action Needed*

SCHOOL SAFETY REPORT

School Resource Officer will present the School Safety Report to the board.

Action: *No action needed*

UTAH EDUCATION POLICY CENTER COLLABORATION REPORT

Floyd Stensrud will present the UEPC Collaboration Report.

Action: *No action needed*

FINANCE REPORT

See board documentation for most up to date report.

Action: *No action needed*

INSURANCE RENEWAL PURCHASE

The Board is asked to ratify payment of the premium for the school's insurance coverage for the 2026–27 school year. The school carries its primary property and casualty, liability, and related insurance coverage through Wright Specialty. The renewal premium for the 2026–27 school year is \$74,071.32.

Action: *Board Vote*

TSSA FRAMEWORK

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).

Action: Board Vote

LEA LICENSES

The license areas, and endorsements shall be valid for three (3) academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request. All LEA-Specific licenses will expire on June 30th of the final academic year approved. The Hawthorn Academy Board of Directors additionally acknowledges that LEA-Specific educator licenses, license areas, or endorsements may be renewed by the Utah State Board of Education (USBE). These renewals will be approved or denied on a case-by-case basis.

Action: Board Vote

CORRECTIVE ACTION PLAN REVIEW

The corrective action plan and tracker will be reviewed and discussed by the board.

Action: Board Discussion

BOARD REVIEW

Tammi Wright and Janielle Edwards created a Board Review document to present and discuss with the board to

Action: Board Vote or Discussion as needed

CARDIAC EMERGENCY RESPONSE PLAN

The Cardiac Emergency Response Plan establishes the school's procedures for responding to sudden cardiac arrest and other cardiac emergencies occurring on school property or at school-sponsored events. The plan addresses staff response roles and responsibilities, the administration of cardiopulmonary resuscitation, the placement, maintenance, and use of automated external defibrillators, coordination with local emergency medical services, and annual staff training and response drills. The plan has been reviewed and revised for the 2026–2027 school year to reflect current state requirements and the school's facilities and staffing. Board approval is requested to formally adopt the revised plan.

Action: Board Vote

WELLNESS POLICY

The Wellness Policy establishes the school's standards for student nutrition, nutrition education, physical activity, and other school-based activities that promote student wellness, as required for participation in federal child nutrition programs. The policy has been revised to reflect current federal and state requirements and the school's present practices, including goals for nutrition promotion and education, standards for foods and beverages sold and served on campus, opportunities for physical activity during the

school day, and provisions for periodic assessment of and public reporting on implementation. Board approval is requested to adopt the revised policy.

Action: Board Vote

CAPITALIZATION AND EXPENSE POLICY

Federal regulations (2 CFR § 200.313) and the Utah Division of Finance's Capital Assets Policy 9-1 were amended to increase the capitalization threshold from \$5,000 to \$10,000. The school's Capitalization and Expense Policy has been revised accordingly. The school's accountant supports this policy change.

Action: Board Vote

ELECTRONIC RESOURCE POLICY

This policy and the corresponding administrative procedures have been revised to comply with the changes to law, including those in SB 88 from the 2026 legislative session. The changes include specifying that the policy must be reviewed and approved at least every three years, that all rules and procedures applicable to the policy must be available for review at the school, that AI glasses are now included in the definition of "electronic device," and that parents may request administration to allow their student to briefly use a privately-owned electronic device during non-instructional time at a specified location designated by the school. The 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.

Action: Board Vote

FEE WAIVER POLICY

HB 142 permits students to receive fee waivers for no more than two (2) school-sponsored trips per school year. To qualify for a fee waiver for a second school-sponsored trip during the same school year, a student must request the waiver and, in coordination with school administration, complete an action plan describing how the student or the student's family will contribute to the school or the community through work or other service in lieu of paying the trip fees. The school's Fee Waiver Policy has been revised to reflect these statutory changes.

Action: Board Vote

FINANCIAL REPORTING POLICY

Audits of the school's financial reporting must now be conducted in accordance with both Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS). Because the school's Financial Reporting Policy currently references only GAAS, it has been revised to also require compliance with GAGAS.

Action: Board Vote

PROCUREMENT POLICY

The school's Procurement Policy has been revised to comply with changes to R33-105, including with respect to quotes for purchases between \$5,000 and \$50,000, professional services, and construction projects. A provision was also added regarding the school following federal procurement requirements, if applicable, when using federal grant funds to procure goods and services.

Action: Board Vote

SEX EDUCATION INSTRUCTION POLICY

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 administrative 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.

Action: Board Vote

TRANSPORTATION OF STUDENTS POLICY

Amending Student Transportation Policy

School administration proposes making changes to the school's Student Transportation Policy, including removing the section that permits qualified school employees to provide transportation for students for field trips, extracurricular activities, and other school-sponsored activities in their personal or rental vehicles, adding a paragraph addressing when students can ride with their parents to or from school sponsored activities, and adding a section about private transportation arrangements made by parents with school employees in their personal capacity (e.g., carpooling with neighbors).

Action: Board Vote

Hawthorn Academy

Board of Directors Meeting

Date: August 10, 2026

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

Board Members Present: Tori Williams, Donald McNeill, Tammi Wright, Jamie Dickinson, Heidi Scott, Janielle Edwards

Others Present: Hannah Dorius, Priscilla Stringfellow, Floyd Stensrud, Brittany Garcia



MINUTES

CALL TO ORDER

Tori Williams called the meeting to order at 9:00 AM.

CONSENT ITEMS

- 06.19.2026 Board Meeting & Closed Session Minutes

Tammi Wright made a motion to approve the 06.19.2026 Board Meeting & Closed Session Minutes. Heidi Scott seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye.

CLOSED SESSION - to discuss the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-205(1)(a).

At 9:01 AM Heidi Scott made a motion to convene in closed session pursuant to Utah Code Ann. 52-4-205(1)(a). Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye.

Janielle Edwards joined the meeting at 9:18 AM.

At 9:38 AM Tammi Wright made a motion to leave the closed session and re-enter the general meeting. Heidi Scott seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye; Janielle Edwards, Aye.

VOTING AND DISCUSSION ITEMS

- Student Discipline Decision

This item was discussed in closed session.

Heidi Scott made a motion to expel the student as discussed in closed session for an indefinite period of time. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye; Janielle Edwards, Aye.

- CSI Contract

The Board is asked to approve the CSI Contract with the University of Utah for 2026-2027 school year. Floyd Stensrud presented the need to execute a contract for each campus. Hawthorn Academy has worked with the University of Utah in the past and wants to continue the relationship to improve the school. The scope of work was reviewed with the board.

Heidi Scott made a motion to approve the University of Utah Contract for the West Jordan Campus, not to exceed \$73,000 and the South Jordan Campus, not to exceed \$65,000. Jamie Dickinson seconded. Motion passed unanimously. Votes were as follows: *Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye; Heidi Scott, Aye; Janielle Edwards, Aye.*

CALENDARING

Next Board Meeting: September 9, 2026 West Jordan Campus

ADJOURN

At 9:47 AM Tori Williams made a motion to adjourn the meeting.

Hawthorn Academy
Closed Session Statement
Meeting Date: 08.10.2026
Location: 9062 S 2200 W.
West Jordan, UT 84088



CLOSED SESSION SWORN STATEMENT:

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

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

Signed on the 10th day of August, 2026, at 9062 S 2200 W, West Jordan, UT 84088, Utah.

Tori Williams, Board Chair

Hawthorn Academy

Board of Directors Meeting

Date: August 24, 2026

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

Board Members Present: Tori Williams, Donald McNeill, Tammi Wright, Jamie Dickinson

Excused Members: Heidi Scott, Janielle Edwards

Others Present: Krystal Taylor, Platte Nielson, Floyd Stensrud



MINUTES

CALL TO ORDER

Tori Williams called the meeting to order at 9:30AM.

CLOSED SESSION – to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code Ann. 52-4-205(1)(a).

At 9:30AM Donald McNeill made a motion to convene in closed session pursuant to Utah Code Ann. 52-4-205(1)(a). Tammi Wright seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye.

At 9:50AM Tammi Wright made a motion to leave the closed session and re-enter the general meeting. Donald McNeill seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye.

VOTING AND DISCUSSION ITEMS

- Student Discipline Appeal Decision

The Board considers an appeal of the student discipline decision issued at the August 10, 2026 board meeting. The matter is discussed in closed session and acted on in open session.

Donald McNeill made a motion to uphold the student discipline decision of August 10, 2026 as discussed in closed session. Tammi Wright seconded. Motion passed unanimously. Votes were as follows: Tori Williams, Aye; Donald McNeill, Aye; Tammi Wright, Aye; Jamie Dickinson, Aye.

ADJOURN

At 9:51AM Tori Williams made a motion to adjourn the meeting. Motion passed.

Hawthorn Academy
Closed Session Statement

Meeting Date: 08.24.2026

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



CLOSED SESSION SWORN STATEMENT:

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

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

Signed on the 24th day of August, 2026, at 9062 S 2200 W, West Jordan, UT 84088, Utah.

A handwritten signature in black ink that reads "Tori Williams". The signature is written in a cursive style with a large, flowing "T" and "W".

Tori Williams, Board Chair



2026–2027 Training Plan

This document outlines the professional development and compliance training plan for Hawthorn Academy for the 2026–2027 school year. Trainings are organized by audience — All Staff / Faculty, Administrators, and Board Members — and include scheduled dates where confirmed.

ALL STAFF / FACULTY

Training	Audience	Scheduled Date	Frequency
Employee Policy Guide Review	All Staff	8/5 - Online	Annual
Employee Handbook Review	All Staff	8/5 - Online	Annual
School Policies & Procedures	All Staff	8/5 - Online	Annual
Legal Liability Protection Review	All Staff	8/5 - Online	Annual
Ethics & Code of Conduct Training	All Staff	8/5 - Online	Annual
Harassment & Discrimination Training	All Staff	8/5 - Online	Annual
Seizure First Aid Training	All Staff	8/5 - Online	Annual
Head Injury Policy Review	All Staff	8/5 - Online	Annual
EpiPen & Allergic Reactions Training	All Staff	8/5 - Online	Annual
Blood Borne Pathogens Training	All Staff	8/5 - Online	Annual
Medical Training	All Staff		Annual
Child Abuse Prevention Training	All Staff	8/24	Annual
Child Abuse Reporting Policy Review	All Staff	8/5 - Online	Annual
Foundational Behavior Support Training	All Staff		Annual
Emergency Safety Intervention Training	All Staff		Annual
Worker's Compensation Training	All Staff	8/5 - Online	Annual
FERPA / Student Data Privacy Training	All Staff	8/5 - Online	Annual
Staff Code of Conduct Training	All Staff	8/5 - Online	Annual
Policy Training & Handbooks	All Staff	Aug 12	Annual
FERPA & Grievance Policy – SJ	All Staff (SJ)	Aug 13	Annual
FERPA & Grievance Policy – WJ	All Staff (WJ)	Aug 17	Annual
Acadience Training K–3	K–3 Teachers	Aug 21	Annual
Compliance & Ethics Training – WJ	All Staff (WJ)	Aug 28	Annual
Compliance & Ethics Training – SJ	All Staff (SJ)	Sep 4	Annual
IRP Training & 95% Diagnostic (K–3)	K–3 Teachers	Sep 18	Annual
95% Intervention Program Training	K–6 Teachers	Sep 25	Annual
Tier 1 & ELA PD / MS Math PD	Faculty	Oct 30	Annual

Training	Audience	Scheduled Date	Frequency
Compliance & Ethics Refresher – WJ	All Staff (WJ)	Jan 11 AM	Annual
Compliance & Ethics Refresher – SJ	All Staff (SJ)	Jan 11 PM	Annual
Tier 1 Instruction PD	Faculty	Jan 11	Annual
Tier 1 & ELA PD / MS Math PD	Faculty	Mar 22	Annual
Arrest Reporting & Ethics Policy	All Staff	8/5 - Online	As Needed
Attendance Policies & Procedures	Relevant Staff		Annual
Bloodborne Pathogens	Exposed Staff	8/5 - Online	Annual
Bullying, Cyberbullying & Hazing	All Staff	8/5 - Online	Every 3 Yrs
Child Sexual Abuse & Human Trafficking	All Staff	8/24	Every 3 Yrs
Classroom Technology & AI Use	Faculty & Staff	8/5 - Online	Annual
Concussion & Head Injury	PE/Coaches	8/5 - Online	Annual
CPR / First Aid / AED	Designated Staff		Cert. Cycle
Data Privacy – Employee Data	All Staff		Annual
Electronic Device / Resources Policy	All Staff	8/5 - Online	Annual (45 days)
Emergency Preparedness & Response	All Staff		Annual
ESI – Foundational Behavior Support	All Staff		Every 2 Yrs
ESI – Comprehensive Training	Key Personnel		Annual
Equal Opportunity in Education	All Staff	8/5 - Online	Annual
Fee Related Policies	All Staff		Annual
Fire Safety & Extinguisher Training	All Staff		Annual
Hazardous Materials / OSHA	All Staff	8/5 - Online	Annual
Information Technology Security	All Staff	8/5 - Online	Annual
Maintaining Constitutional Freedom	Faculty & Admin		Annual
Medication Administration	Volunteers		Annual
Panic Alert Devices	All Staff		Annual
Protecting Students with Disabilities	Faculty		Annual
SafeUT Liaison Training	SafeUT Liaison		Annual
School Personnel Observations Policy	All Staff		At Hiring
Science of Reading / Early Literacy	K–3 Teachers		As Specified
Seizure Awareness	All Staff	8/5 - Online	Annual
Sex Education Instruction	Health/Science		Every 3 Yrs
Special Education (IDEA)	SpEd Staff		Annual
Student Conduct & Discipline	All Staff		Annual
Student Data Privacy (FERPA)	All Staff		Annual
Suicide Prevention – Employees	Licensed Staff		Every 3 Yrs
Test Administration & Ethics	Faculty & Admin		Annual
Title IX Sexual Harassment	All Staff		As Needed
Visitor Management Protocol	All Staff		Annual

ADMINISTRATORS

Training	Audience	Scheduled Date	Frequency
Arrest Reporting & Ethics Policy	Administrators	8/5 - Online	As Needed
Attendance Policies & Procedures	Administrators		Annual
Building Use / Civic Center Policy	Administrators		As Specified
Bullying, Cyberbullying & Hazing	Administrators		Every 3 Yrs
Child Sexual Abuse & Human Trafficking	Administrators	8/24	Every 3 Yrs
Classroom Technology & AI Use	Administrators	8/5 - Online	Annual
Concussion & Head Injury	Administrators	8/5 - Online	Annual
CPR / First Aid / AED	Administrators		As Needed
Data Privacy – Employee Data	Administrators		Annual
Electronic Device / Resources Policy	Administrators	8/5 - Online	Annual
Emergency Preparedness & Response	Administrators		Annual
ESI – Foundational Behavior Support	Administrators		Every 2 Yrs
Equal Opportunity in Education	Administrators		Annual
Employee Discrimination	Supervisors		As Specified
Fee Related Policies	Administrators		Annual
Fire Safety	Administrators		Annual
Fiscal Matters & Internal Audit	Administrators		Annual
GRAMA Records Officer Certification	Records Officer		Annual
Hazardous Materials / OSHA	Administrators	8/5 - Online	Annual
Hotline / Whistleblower Complaints	Administrators		Onboarding
Human Resource Management	HR Designee		Annual
Information Technology Security	Administrators		Annual
Maintaining Constitutional Freedom	Administrators		Annual
Panic Alert Devices	Administrators		Annual
Rights & Prohibited Acts (Bullying)	Administrators		As Specified
School Personnel Observations Policy	Administrators		At Hiring
Science of Reading – Elem. Admin	Elem. Principals		As Specified
Seizure Awareness	Administrators	8/5 - Online	Annual
Sensitive Materials in Schools	Administrators		As Specified
Special Education (IDEA)	Admin		Annual
Staff Code of Conduct	Administrators	8/5 - Online	Annual
State Special Education Funds	Administrators		Annual
Student Conduct & Discipline	Administrators		Annual
Student Data Privacy (FERPA)	Administrators	8/5 - Online	Annual
Student Searches Policy	Administrators		As Specified
Suicide Prevention – Employees	Administrators		Every 3 Yrs
Test Administration & Ethics	Administrators		Annual

Training	Audience	Scheduled Date	Frequency
Title IX Sexual Harassment	Administrators		As Needed
Visitor Management Protocol	Administrators		Annual

BOARD MEMBERS

Training	Audience	Scheduled Date	Frequency
Arrest Reporting & Ethics Policy	Board Members	June 2027	As Needed
Charter Trust Land Council	Board Members	October 2026	Annual
Fiscal Matters & Internal Audit	Board Members	January 2027	Annual / Onboarding
Hotline / Whistleblower Complaints	Board Members		Onboarding
Open & Public Meetings Act	Board Members	June 2027	Annual

Note: Trainings marked with a specific date reflect those already scheduled on the Hawthorn Academy 2026–2027 Professional Development calendar. All other trainings will be scheduled during the school year in accordance with the required frequency listed above.

Hawthorn Academy

Statement of Activities

As of July 31, 2026

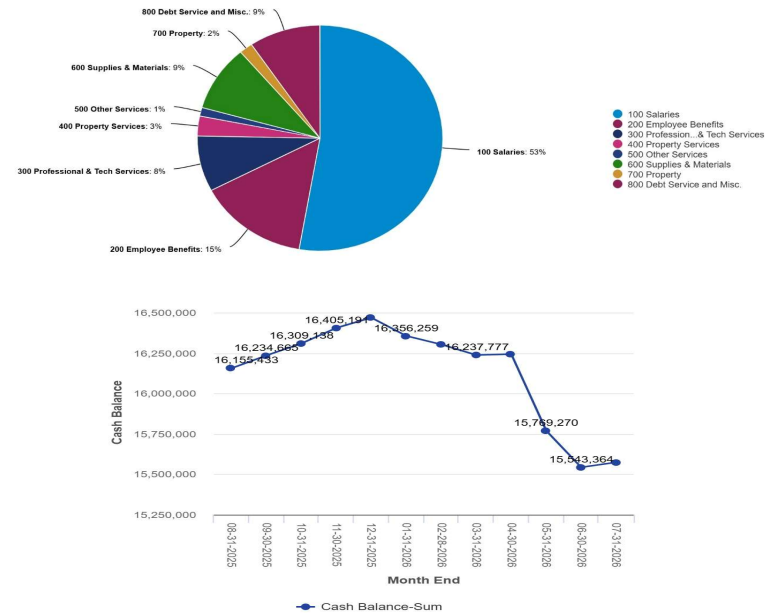
8% of the Year

Financial Ratios

Bond Ratio	Covenant	Forecast
Debt Service Ratio	>1.10	1.34
Days Cash	>30 Days	324

Budget Analysis

	Prior Year To Date	Current Year To Date	Current Budget	% of Budget
Income				
Revenue From Local Sources				
1510 - Interest on Investments	67,985.01	60,165.98	700,000.00	9%
1610 - Sales to Students	1,117.50	0.00	225,000.00	0%
1620 - Sales to Adults	0.00	0.00	1,000.00	0%
1743 - Curricular Activity Fees	0.00	15.00	6,000.00	0%
1747 - Extra-Curricular Activity Fees	0.00	0.00	22,000.00	0%
1910 - Rentals	1,020.00	2,430.00	80,000.00	3%
1920 - Contributions and Donations From Private Sources	300.00	0.00	12,500.00	0%
1990 - Miscellaneous	21,969.68	110.74	50,000.00	0%
1990-001 - Field Trips	0.00	0.00	10,000.00	0%
Total Revenue From Local Sources	92,392.19	62,721.72	1,106,500.00	6%
Revenue From State Sources				
3005 - Regular School Programs K	55,349.62	61,675.03	707,969.09	9%
3010 - Regular School Programs 1-12	425,783.12	470,594.58	5,401,968.72	9%
3100 - Restricted Basic School Programs	236,189.85	244,760.25	2,937,123.07	8%
3200 - Related to the Basic Programs	470,371.25	518,348.60	5,996,396.07	9%
3400 - Other Programs	100,921.43	106,165.39	1,496,902.79	7%
3500 - One-time Funding	115,291.84	252,244.32	780,069.34	32%
3800 - Non-MSP State Revenues (via USBE)	0.00	620.00	247,500.00	0%
3810 - School Meal Program Reimb	0.00	0.00	2,976.40	21%
3990 - REVENUE OTHER STATE AGENCIES	0.00	1,200.00	0.00	--
Total Revenue From State Sources	1,403,907.11	1,651,052.73	17,570,905.48	9%
Revenue From Federal Sources				
4500 - Restricted Federal-Received via USBE	0.00	0.00	194,686.27	0%
4522 - IDEA - B -- Pre-School Disabled (Sec 619)	0.00	0.00	4,892.57	0%
4524 - IDEA - B -- Disabled (PL 101-476)	0.00	0.00	282,685.54	0%
4560 - Federal Child Nutrition Programs	0.00	0.00	280,000.00	0%
Total Revenue From Federal Sources	0.00	0.00	762,264.38	0%
Revenue from Other Sources				
6050 - Budget from Surplus	0.00	0.00	700,000.00	0%
Total Revenue from Other Sources	0.00	0.00	700,000.00	0%
Total Income	1,496,299.30	1,713,774.45	20,139,669.86	9%



Expenses					
Instruction/Salaries					
0121 - Salaries - Principals and Assistants	55,326.10	63,635.64	800,723.91	8%	
0131 - Salaries - Teachers	7,343.40	1,238.75	6,534,805.81	0%	
0132 - Salaries - Substitute Teachers	0.00	0.00	30,000.00	0%	
0141 - Salaries - Attendance and Social Work Personnel	0.00	0.00	60,714.31	0%	
0142 - Salaries - Guidance Personnel	0.00	0.00	303,921.12	0%	
0144 - Salaries - Psychological Personnel	0.00	0.00	92,326.62	0%	
0151 - Salaries - Professional Office Personnel	0.00	0.00	127,952.18	0%	
0152 - Salaries - Secretarial and Clerical Personnel	18,701.08	20,747.23	370,334.03	6%	
0161 - Salaries - Teacher Aides and Para-Professionals	0.00	485.09	1,284,800.36	0%	
0162 - Salaries - Media Personnel – Non-Licensed	0.00	0.00	143,260.72	0%	
0182 - Salaries - Custodial & Maintenance Personnel	760.27	3,088.41	289,347.34	1%	
0184 - Salaries – Administrative Technology Personnel	0.00	0.00	60,714.31	0%	
0191 - Salaries - Food Services Personnel	0.00	191.06	488,232.74	0%	
Total Instruction/Salaries	82,130.85	89,386.18	10,587,133.45	1%	
Employee Benefits					
0220 - Social Security	6,942.61	7,225.47	889,319.21	1%	
0230 - Local Retirement	1,498.27	1,585.11	190,000.00	1%	
0240 - Group Insurance	41,751.25	48,357.53	500,000.00	10%	
0270 - Industrial Insurance	293.79	330.54	34,999.90	1%	
0280 - Unemployment Insurance	559.87	422.78	120,000.22	0%	
0290 - Other Employee Benefits	7,550.32	6,783.34	1,200,000.04	1%	
Total Employee Benefits	58,596.11	64,704.77	2,934,319.37	2%	
Purchased Prof & Tech Serv					
0320 - Professional - Educational Services	7,500.00	0.00	560,000.00	0%	
0330 - Professional Employee Training and Development	67.44	33,568.00	110,000.42	31%	Amplify Education Training
0340 - Other Professional Services	17.00	2,668.00	93,000.00	3%	
0345 - Business Services	44,916.67	88,145.84	550,000.00	16%	Billing Dates for AW Services
0349 - Purchased Legal Services	0.00	0.00	20,000.00	0%	
0350 - Technical Services	4,315.00	3,518.50	150,575.00	2%	
0353 - School Resource Officer and Other Police Personnel	0.00	0.00	113,000.00	0%	
Total Purchased Professional & Technical Services	56,816.11	127,900.34	1,596,575.42	8%	
Purchased Property Services					
0411 - Water/Sewage	3,976.12	0.00	35,000.00	0%	
0412 - Disposal Service	661.21	0.00	15,500.00	0%	
0422 - Snow Removal Services	0.00	0.00	20,000.00	0%	
0423 - Custodial Services	0.00	0.00	80,000.00	0%	
0424 - Lawn Care Services	0.00	0.00	55,000.00	0%	
0430 - Repairs & Maintenance Services	0.00	223,153.80	100,000.00	223%	\$210,608 Flooring Servies - Will move budget from Construction Services
0450 - Construction Services	26,280.00	0.00	255,000.00	0%	
0490 - Other Purchased Property Services	4,199.28	5,357.00	11,200.00	48%	Annual fire extinguisher, sprinkler, alarm and hydrant inspections
Total Purchased Property Services	35,116.61	215,616.45	571,700.00	38%	

Other Purchased Services					
0513 - Student Transportation Services - Commercial	0.00	0.00	53,000.00	0%	
0517 - Student Overnight Trips/Field Trips	0.00	0.00	2,000.00	0%	
0518 - Student Day Trips/Field Trips (includes Admission Charges)	0.00	0.00	13,000.00	0%	
0521 - Property Insurance	64,854.00	0.00	72,000.00	0%	
0522 - Liability Insurance	4,717.00	0.00	15,500.00	0%	
0530 - Communication (Telephone & Other)	1,310.72	771.08	23,000.00	3%	
0540 - Advertising	0.00	0.00	20,000.00	0%	
0580 - Travel/Per Diem	4,370.60	5,354.13	50,000.00	11%	ISTE Conference
Total Other Purchased Services	75,252.32	6,125.21	248,500.00	2%	
Supplies & Materials					
0610 - General Supplies	1,128.71	4,266.31	249,999.78	2%	
0610-001 - Furniture and Fixtures (not capitalized)	172.50	3,631.78	20,000.00	18%	
0610-002 - Other Food Purchases	846.63	1,265.78	50,000.00	3%	
0621 - Natural Gas	168.98	285.64	30,000.00	1%	
0622 - Electricity	6,345.08	23,945.73	110,000.00	22%	
0630 - Food	0.00	0.00	325,000.00	0%	
0641 - Textbooks	0.00	62,790.83	45,000.00	140%	Will adjust forecast from E-textbooks
0642 - E-Textbooks / Online Curriculum	52,527.19	114,056.64	594,445.00	19%	
0644 - Library Books	329.80	0.00	5,000.00	0%	
0650 - Supplies - Technology Related	(10,516.90)	21,157.99	295,288.00	7%	
0670 - Software	6,776.80	114,072.56	114,999.76	99%	Skyward - 3 year license
0680 - Maintenance Supplies and Materials	19.98	935.22	50,000.00	2%	
Total Supplies & Materials	57,798.77	346,408.48	1,889,732.54	18%	
Property					
0730 - Equipment		0.00	50,000.00	0%	
0734 - Technology Related Hardware	53,028.20	105,069.40	305,000.00	34%	Chromebooks
Total Property	53,028.20	105,069.40	355,000.00	30%	
Debt Services & Miscellaneous					
0810 - Dues and Fees	49,749.47	885.30	120,000.00	1%	
0830 - Interest	0.00	0.00	1,078,000.00	0%	
0840 - Redemption of Principal	0.00	0.00	695,000.00	0%	
Total Debt Services & Miscellaneous	49,749.47	885.30	1,893,000.00	0%	
Total Expenses	468,488.44	956,096.13	20,075,960.78	5%	
Total Net Income	1,027,810.86	757,678.32	63,709.08		

Student Success Framework for Hawthorn Academy

Pursuant to UCA 53G-7-1304, Hawthorn 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"). Hawthorn Academy's Lead Director/Superintendent has developed a Plan in accordance with this framework and submitted the Plan to the Board for approval. The Plan was developed by integrating Hawthorn Academy School Improvement Goals and criteria for improving the Hawthorn Academy's performance within the state accountability system.

The goal of Hawthorn Academy's Plan is to improve Hawthorn Academy performance and student academic achievement. The Plan may contains the following strategies:

1. 40% for Salaries and bonuses
2. 5% for professional Learning
3. 15% for additional school specialists/employees
4. 35% for augmentation of existing programs

Funding received pursuant to the Hawthorn Academy Plan is not being used:

1. to supplant funding for existing education programs;
2. for administrative costs;
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).



Tori Williams
Board Chair
Hawthorn Academy
9062 S. 2200 W.
West Jordan, UT 84088

April 23, 2026

Stacey Hutchings
Board Chair
Utah State Charter School Board
10008 Creek Run Way,
Sandy, UT 84070

Dear Chair Hutchings:

On behalf of Hawthorn Academy's Board of Directors, I am writing to confirm receipt of your letter dated February 24, 2026, giving Hawthorn Academy notice of its Warning Status issued by the Utah State Charter School Board (SCSB). In response, the Board of Directors of Hawthorn Academy intends to implement and verify a comprehensive, board-driven Corrective Action Plan ("CAP") as outlined in your letter.

CORRECTIVE ACTION PLAN

The Board of Directors of Hawthorn Academy ("the Board") asserts that, in practice, boards of directors in district and charter school LEAs delegate to their executive leadership mandatory notification to law enforcement, DCFS, or UPPAC. However, the Board understands that it remains legally responsible for overall supervision and monitoring of compliance with law, Utah State Board of Education (USBE) rules, and Board-approved policies:

- The Board is responsible for adopting and overseeing policies that ensure that staff follow mandatory reporting laws and Utah Educator Standards.
- The Board must provide a local education hotline or a link to the USBE Public Education Hotline on the LEA website.
- The Board has the obligation to supervise systems related to training and monitoring of compliance with Utah State law, USBE rules, and Board-approved policies.

A. Governance Level Root-Cause Analysis

As a part of the in-depth review of operational processes, the Board's root cause analysis will include a review of role clarity breakdowns, establish clear reporting routines, identify areas of potential improvement in evidence-based oversight, and review opportunities for direct Board visibility into high-risk areas

B. Policy and Systems Review

As stated in the warning status letter, the Board has established Board-approved policies designed to safeguard students; however, operational processes may not contain adequate details to aid administration and staff in examples, scenarios, and questions designed to support decision making on "reasonable cause" as defined under Utah Code § 80-6-602 (formerly Utah Code § 62A-4a-403), to assist reporters in avoiding mistaken interpretation.

The Board will conduct a review of operational processes to support compliance with Board-approved policies and to effectively support student learning, safety, and equity. This review will place emphasis on:

- Procedures related to background checks and LEA reporting, mandatory employee reporting, required training on mandatory reporting, and the frequency and depth of the required training on mandatory employee reporting.
- Procedures related to other related required employee training, including but not limited to training on child sexual abuse and human trafficking prevention, codes of conduct, and professional ethics.
- Internal controls, accountability, and systems of supervision related to employees, administration and Board members. This includes standards that stress clear internal and external reporting paths to reduce confusion and compliance failures.
- LEA organization chart and supervisory hierarchy and communication roadmap.
- LEA systems of communication at both administrative and governance levels to support the clarity necessary to drive accountability for mandatory reporting and with whom that information should be shared.
- The creation of Board committees, as appropriate, as an outcome of the operational analysis. If Board subcommittees are established, they will be documented via subcommittee charters and will report to the full Board.

C. Mandatory Reporting Training and Understanding

The Board takes a position of no tolerance for policy nonadherence associated with student safety.

By July 1, 2026, the Board will have created a 2026/2027 school year training schedule on mandatory reporting training for Board members and employees. The training will not only

include mandatory reporting specifically, but all required compliance training. The Board will ensure that the training provided has been approved by the USBE.

D. Board Oversight and Monitoring

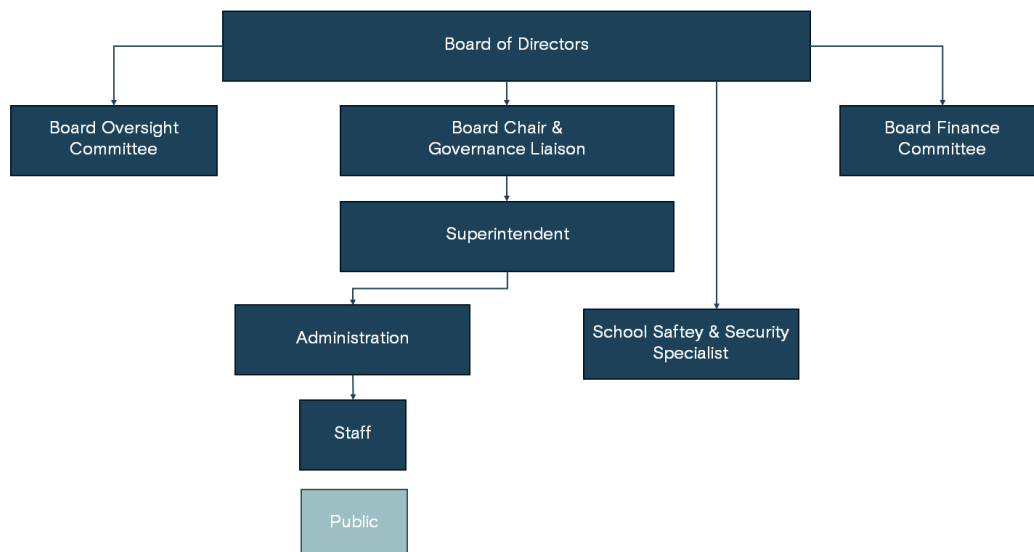
The Board governs by a policy-based model or through policies that establish organization goals, governance methods or processes, and management restrictions or limitations that define the Board/superintendent relationship.

The Board will work with administration to document a clear understanding of the policy-based methods, inclusive of communication expectations, topics that should be reported to the Board including frequency, and dual reporting expectations. The communication document standard will address, at a minimum:

- Regular reports to the Board from the administration on school operations, internal compliance processes, and professional development that include evidence allowing the Board to conduct oversight on those areas.
- Regular reports to the Board on student safety and compliance by the School Safety and Security Specialist at public Board meetings.
- The Board requires that administration and staff follow all mandatory reporting laws regardless of supervision hierarchy.

The visualized governance hierarchy below will be adopted and reinforced as a part of this CAP.

Hawthorn Academy Governance View



Important Note: The Board recognizes that there is an ongoing investigation that may reveal new information that was not previously known. The Board commits to analyzing developments as they emerge to determine if there are circumstances that would indicate mandatory reporting.

E. Evaluation of Immediate Actions

The SCSB has acknowledged that Hawthorn Academy initiated several recent internal responses related to mandatory reporting, including policy reviews, staff interviews, communication-system improvements, and training provided by legal counsel. Each of these actions was intended to address specific governance gaps but do not replace the requirement of a formal, Board-led CAP.

- Oversight Committee: The Board has temporarily formed an Oversight Committee to address the warning status letter. It is expected that the Committee will become permanent at the beginning of the 2026/2027 school year. The Committee has accountability to govern mandatory reporting requirements and compliance adherence to documented policies and operational processes.
- Policy Review: The Board initiated an internal LEA policy review to address possible gaps in policy and procedures related to mandatory reporting.
- Staff Interviews: As a function of the Board's governance role, the Board initiated several staff interviews to better understand gaps in governance and administrative action related to mandatory reporting. These interviews have been completed and documented by the Board's legal counsel and will be used to support the Board's root-cause analysis.
- Training Provided by Legal Counsel: The Board implemented Boundary Training from its legal counsel on mandatory reporting for Board members and employees to address the misunderstandings noted as deficiencies by the SCSB. While this training was highly effective, the 2026/2027 compliance training schedule and its implementation will expand these initial efforts.
- Prevent Child Abuse Utah: Training took place in individual classrooms on April 13th and 14th, and covered content designed to empower and encourage students to speak up when they feel unsafe and seek out trusted adults with whom they can discuss potential problems. Training covered topics that teach students how to recognize, resist, and report all forms of child abuse, including physical abuse, emotional abuse, sexual abuse, and neglect. This curriculum is approved by the USBE and the Utah Department of Health and Human Services.
- Systems Review Initiated: The Board has engaged an independent party with the appropriate experience and personnel to conduct a deeper systems review, to support the Board in its oversight.

F. Timeline and Responsible Parties

- Root-Cause Analysis: By June 30, 2026, the Board will have completed a Root-Cause Analysis to better understand any governance, oversight, training, or policy-

implementation failures that may have contributed to the non-compliance described above.

- Policy and Systems Review Completed: Once the independent party completes the systems review, the Board will review findings and recommendations and will create a plan with timelines for addressing findings that it will present to the SCSB within two months of the independent party's report of findings and recommendations.
- Board Governance Improvements: By June 1, 2026, the Board will have begun to include on their agenda for monthly public Board meetings regular reports from the School Safety and Security Specialist, as well as reports from the administration on operations and internal compliance processes.
- Mandatory Reporting Training Schedule: By July 1, 2026, the Board will create a training schedule on mandatory reporting, child abuse prevention and awareness, child sexual abuse prevention and awareness, and child trafficking prevention and awareness for Board members and employees for the 2026/2027 school year.
- Board Compliance Calendar: By July 1, 2026, the Board will have developed an annual LEA compliance calendar that reflects the compliance requirements of the USBE and SCSB, as well as federal compliance dates and deadlines.

Verification Phase

- Policy and Systems Review Completed: At the conclusion of the review of systems by an independent party, Tori Williams, Board Chair, will provide to the SCSB, a summary of findings and recommendations, and the Board's plan to address findings. The specific date for the submission of findings and the creation of plans to address findings cannot be provided as the review will likely take several months at a minimum and is dependent on the timeframe determined by the independent party.
- Mandatory Reporting Training: By July 30, 2026, Tori Williams, Board Chair, will provide the SCSB, with a training schedule created by the Board to include mandatory reporting, child abuse prevention and awareness, and child sex abuse prevention and awareness with a focus on reporting and establishing prevention measures.
- Board Governance Improvements: By August 30, 2026, Tori Williams, Board Chair, will provide to the SCSB, Board agendas and minutes from recent monthly Board meetings to demonstrate that the Board has begun to include regular reports from the School Safety and Security Specialist, as well as reports from the administration on operations and internal compliance processes, in monthly public Board meetings.
- Board Compliance Calendar: By July 30, 2026, Tori Williams, Board Chair, will provide the SCSB, the annual LEA compliance calendar developed by the Board that reflects the compliance requirements of the USBE and SCSB, as well as federal compliance dates and deadlines.
- Other Evidence for Verification: While the Board understands that verification activities will be limited to determining compliance with mandatory reporting law, policy implementation, and governance oversight responsibilities, Tori Williams, Board Chair,

will provide any documentation necessary when requested by the SCSB to verify proper implementation of this CAP including, but not limited to:

- a. New or revised policies
- b. New or revised operational procedures
- c. Training material
- d. Board minutes and agendas
- e. Evidence of monitoring processes
- f. Any other requested documents within the scope of the CAP

RESPONSIBLE PARTIES

Tori Williams
Board Chair
Hawthorn Academy

Jamie Dickinson
Board Secretary
Hawthorn Academy

Donald McNeill
Board Member
Hawthorn Academy

The Board of Directors recognizes that the Hawthorn Academy will remain in Warning Status until this Corrective Action Plan has been fully implemented and verified. The Board wishes to express its appreciation to the SCSB for its willingness to work collaboratively with Hawthorn Academy to ensure that governance systems are strengthened and full compliance is restored.

Sincerely,

Tori Williams
Board Chair
Hawthorn Academy

CC: Meggen Pettit
Board Vice Chair
Hawthorn Academy

Janielle Edwards
Board Member
Hawthorn Academy

Tammi Wright
Board Member
Hawthorn Academy

Heidi Scott
Board Member
Hawthorn Academy

Floyd Stensrud
Superintendent
Hawthorn Academy

Marie Steffensen
Associate Executive Director
Utah State Charter School Board

Jenna Magnetti
Utah State Charter School Board

Erin Preston
Outside Counsel
Utah Education Law

Produce
Ways to Improve-

Concept
Assess Lead Director

Action
events
staff, parents (in person)

Regular reporting re:

discussions &

"dashboard"
indicators"

reports

School-

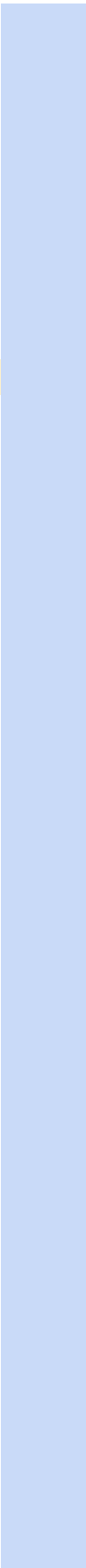
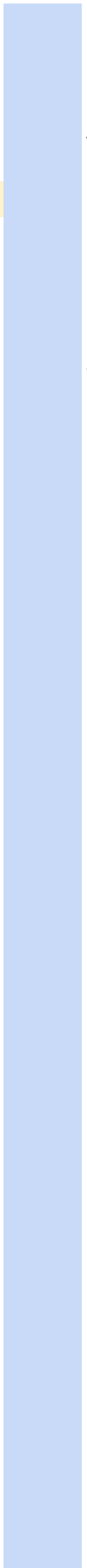
dashboard)

Goals-

Board development

Mission Minute

CAP review, updates
student, and parent
15 min training each mtg



Assessment

Board recruitment

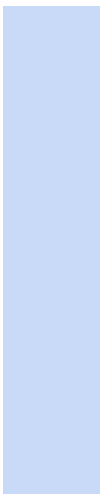
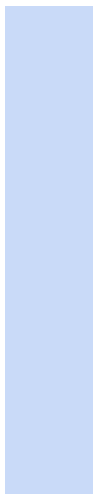
Increase visibility

Strategic Priorities-

decisions

Track regularly

necessary?



SJ K-2	Evidence	
SJ 3-6	understood	
WJ K-2	coaches	
WJ 3-6		
WJ 7-9		
WJ staff	office, specials, kitchen...	
SJ staff		
staff	curriculum, SPED,	
Admin WJ		
Admin SJ		
growth	<i>grade, student groups,</i>	
student discipline	<i>month, grades</i>	
teacher & staff PD, hires	participation and new hire(s)	
school engagement	Comparative data by year	
SIP progress	Updates and comparisons	
Student academics	school, state...)	
Student discipline issues	potentially legally problematic	
SIP progress		
Teacher incidents	potentially legally	
Director's goal progress		
reports		
emotional well-being	counselor report? (time spent	Safety officer report
activities, events	college awareness events,	
enrollment numbers		
attendance numbers	month	
Marketing efforts	news, fliers, ads...	
spending	track by grant monies?	
Enrollment numbers	comparisons over 2-3 years	
%ages		
Review charter goals		
Review academic goals		
progress	Class, event insight	Survey reviews
Nat'l)	attendance	
USB online classes	report	

season 5
manuals
committees and

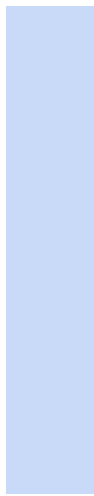
discuss episode topics
discuss by topic
Administrative committees
Oversight committee?)

B2S night board table
schedule, agenda in
classes & at events
attend board meetings

Performance
Board Performance
Board Training
enrollment)
Safety
Future ready students

SIP, Director review
CAP
Skills Assessment, Matrix
attendance
students, staff
safety, life skills...

college, work, llife



HAWTHORN ACADEMY

Cardiac Emergency Response Plan

2026–2027 School Year

Document Control	Information
Governing Authority	Hawthorn Academy Board of Directors
Applies To	West Jordan Campus and South Jordan Campus
Statutory Authority	Utah Code §53G-9-216; Utah S.B. 244 (2026)
Effective Date	Upon Board approval; operational beginning in the 2026–2027 school year
Board Approval Date	_____
Next Annual Review	Before the first student day of the 2027–2028 school year
Plan Administrator	Superintendent or designee

Board Action Requested

Approve the Hawthorn Academy Cardiac Emergency Response Plan and authorize the Superintendent or designee to complete and update campus-specific operational details that do not materially alter Board policy or legal compliance.

IMPORTANT: Before implementation, each campus addendum must be completed with current names, AED locations, emergency contacts, and timed three-minute access verification.

1. Purpose and Policy

Hawthorn Academy is committed to a rapid, coordinated, evidence-based response to sudden cardiac arrest and similar life-threatening cardiovascular emergencies. Each campus shall maintain and implement an individualized Cardiac Emergency Response Plan (CERP) that uses trained personnel, immediate activation of emergency medical services (EMS), high-quality cardiopulmonary resuscitation (CPR), and rapid access to an automated external defibrillator (AED).

The Board directs the Superintendent or designee to administer this plan, maintain campus-specific addenda, provide required resources and training, monitor compliance, and report material deficiencies to the Board.

2. Scope

This plan applies to students, employees, volunteers, visitors, contractors, spectators, and other persons on Hawthorn Academy property or participating in school-sponsored activities. It applies during the instructional day and during before-school, after-school, evening, athletic, extracurricular, and other extended-hour activities on school property.

3. Definitions

Term	Meaning
AED	Automated external defibrillator.
CERP	A campus plan addressing the appropriate use of school personnel to respond to sudden cardiac arrest or a similar life-threatening emergency on school grounds.
Emergency cardiovascular care	Immediate medical care provided to a person experiencing a life-threatening cardiovascular emergency.
Evidence-based core elements	Emergency cardiovascular care practices recommended by the American Heart Association or other nationally recognized, evidence-based standards.
Sudden cardiac arrest (SCA)	An abrupt loss of heart function. A person may suddenly collapse, be unresponsive, and be absent normal breathing or only gasping.
Three-minute access standard	The AED is retrieved and pads are placed on the person within three minutes of recognition of suspected SCA.

4. Governance and Responsibility

4.1 LEA Plan Administrator

- Oversees LEA-wide compliance and campus plan completion.
- Coordinates resources, training, drills, documentation, EMS notification, annual reporting, and Board updates.
- May make nonmaterial operational updates, including staff assignments, phone numbers, AED inventory, schedules, and facility routes.

4.2 Campus Administrator

- Maintains the individualized campus addendum and designates a multidisciplinary Cardiac Emergency Response Team.
- Ensures coverage during the school day and all extended-hour activities.

- Ensures drills, inspections, corrective actions, and records are completed.

4.3 CERP Team

Each campus shall designate multiple trained responders from varied roles so the plan does not depend on one person. The team should include administration, office staff, educators, school nursing personnel when available, physical education or athletic staff, facilities staff, and staff who supervise before- and after-school activities.

5. Recognition and Immediate Response

Any person may activate the plan. A suspected SCA shall be treated as a medical emergency. Responders shall not delay action while attempting to determine the underlying cause.

1. Confirm scene safety. Check responsiveness and breathing. If the person is unresponsive and not breathing normally or is only gasping, presume cardiac arrest.
2. Direct a specific person to call 911 and activate the school's internal emergency notification procedure. Provide the exact campus location and send a person to meet EMS.
3. Direct a specific person to retrieve the nearest AED and emergency response supplies immediately.
4. Begin high-quality CPR. Use adult or pediatric techniques appropriate to the person and follow current evidence-based training.
5. Apply the AED as soon as it arrives. Follow the device's visual and voice prompts. Do not delay pad placement to remove the person to another location.
6. Continue CPR and AED use until the person shows signs of life, trained EMS personnel assume care, or the scene becomes unsafe.
7. Control the area, provide crowd management, support EMS access, and contact the parent/guardian or emergency contact as appropriate without delaying lifesaving care.

Good-faith assistance should be provided within the responder's training. The AED will analyze the heart rhythm and will advise a shock only when indicated.

6. Response Roles

Role	Primary Duty	Backup/Continuity
Incident Lead	Directs immediate response until EMS assumes care.	Any trained CERP team member may assume command.
911 Caller	Calls 911, stays on the line, relays condition and exact location.	A second person confirms the call was completed.
CPR Responder(s)	Begins CPR and rotates compressors about every two minutes when feasible.	Additional trained responders relieve as needed.
AED Retriever/Operator	Retrieves, powers on, and applies AED promptly.	Nearest available person retrieves; trained responder operates.
EMS Liaison	Meets responders, opens access points, guides EMS to patient.	Office/facilities staff maintain access.
Crowd/Student Manager	Moves students and bystanders, preserves privacy and access.	Nearby staff supervise relocated students.
Family/Leadership Contact	Makes notifications after 911 activation and without delaying care.	Campus administrator assigns alternate.
Recorder	Documents timeline and preserves AED event data after care.	Administrator assigns after scene stabilizes.

7. AED Placement, Access, and Signage

- Each campus shall maintain at least one FDA-approved AED and enough units to meet the three-minute access standard throughout occupied school property.
- AEDs shall be in unlocked, central, clearly visible locations accessible during all hours the campus is in use.
- Standard AED signs shall identify each location; directional signs shall be added where needed.
- Campus teams shall test and document travel time from foreseeable incident areas, including gyms, playgrounds, fields, distant wings, upper levels, parking areas, and extended-hour activity spaces.
- The campus addendum shall identify the exact unit, cabinet, route, coverage area, and any access limitation. Any route that cannot support pad placement within three minutes requires relocation or an additional AED.

8. AED Inspection and Maintenance

- The AED Coordinator shall inspect each unit visually at least monthly and after every use.
- Testing and maintenance shall follow the manufacturer's operational guidelines.
- The inspection includes readiness indicator, physical condition, cabinet/access, signage, battery status, pad package integrity and expiration, pediatric capability where applicable, and availability of response supplies.
- Expired, damaged, recalled, or non-ready equipment shall be corrected promptly. The campus administrator shall establish an interim coverage plan if a unit is unavailable.
- After use, the unit shall be cleaned, supplies replaced, event data preserved as directed, and the unit returned to service as soon as practicable.

9. EMS Coordination

Each campus shall notify the appropriate first aid, ambulance, rescue squad, or EMS provider of the AED type and exact location. Notification shall be updated when a unit is added, removed, replaced, or relocated. The campus shall retain the date, recipient, and method of notification.

10. Training

- Designated responders shall maintain current, evidence-based adult and pediatric first aid, CPR, and AED training or certification from an approved provider.
- Training records shall include participant, role, provider, completion date, expiration date, and scope.
- All staff shall receive annual CERP awareness instruction covering recognition of SCA, calling 911, the campus alert method, AED locations, and the expectation to begin CPR or assist within their level of training.
- Before and after-school supervisors, coaches, club advisors, and event staff shall receive role-specific orientation before supervising activities.
- Newly assigned responders shall be trained promptly. Coverage shall be reviewed whenever staffing or activity schedules change.

11. Drills and Exercises

Each campus shall conduct and document live simulation drills at least annually. Drills shall be timed from recognition of the emergency through AED pad placement and shall test the full response chain.

Required Exercise	Minimum Standard
School-day drill	One annual live exercise during peak instructional hours involving the campus response team and representative staff.
Extended-hours drill	One annual live exercise during or realistically simulating before-school or after-school operations, including athletics, clubs, events, or other applicable activities.
Performance measures	Recognition, 911 activation, internal notification, CPR start, AED retrieval and pad placement within three minutes, EMS access, role coverage, and communication.
After-action review	Document times, strengths, gaps, responsible person, corrective action, due date, and closure verification.

Drills shall not use live shocks. Training devices should be used when available. The campus shall minimize disruption and provide appropriate notice consistent with school safety procedures.

12. Post-Incident Actions

- Ensure the person is transferred to EMS and complete required family and leadership notifications.
- Secure the AED and event record; do not alter or disclose protected information except as authorized or required.
- Complete an incident timeline and required school reports as soon as practicable.
- Restore the AED and response supplies to service.
- Conduct a confidential debrief focused on systems improvement and offer appropriate support resources to affected students and staff.

- Consult administration, legal counsel, insurer, and public information personnel as appropriate before external communication.

13. Records, Privacy, and Annual Review

- Maintain campus plans, team rosters, certifications, monthly AED checks, maintenance records, EMS notifications, drill logs, corrective actions, and incident documentation in the designated secure compliance system.
- Medical and student information shall be handled under applicable privacy laws and Hawthorn Academy policy. Drill records should not contain unnecessary personally identifying information.
- Each campus shall review and update its addendum before each school year and whenever facilities, AED locations, equipment, staffing, or extended-hour programming materially changes.
- Compliance shall be reported annually as required by USBE, including through the School Health Workload Report when applicable.

14. Funding and Donations

Hawthorn Academy may pursue appropriations, grants, gifts, donations, and in-kind support for FDA-approved AEDs, maintenance, pads, batteries, CPR training kits, staff training, first aid training, signage, and educational materials. Acceptance and use shall follow applicable procurement, gift, and financial-control requirements.

15. Legal Authorities and Technical References

- Utah Code §53G-9-216, Cardiac emergency response plans (effective July 1, 2026).
- Utah S.B. 244 (2026 General Session), enrolled bill.
- Utah State Board of Education, FY27 CERP Implementation Grant guidance and scoring rubric (July 2026).
- American Heart Association, Cardiac Emergency Response Plan resources and current evidence-based emergency cardiovascular care guidance.

This plan is an operational safety policy and does not replace professional medical judgment, current certification standards, manufacturer instructions, or EMS direction.

Appendix A — Campus-Specific Implementation Plan

Complete one copy for each campus. The completed addendum is part of the approved Hawthorn Academy CERP and shall be available to the campus response team. Update operational fields as changes occur.

Appendix B — West Jordan Campus

Campus Field	Campus Information
Campus address	9062 South 2200 West, West Jordan, Utah 84088
Main phone	(801) 282-9066
Campus administrator	
CERP campus coordinator	
Local EMS/fire agency	
Nearest receiving hospital (planning reference only)	
Normal operating hours	
Before/after/evening activities	
Date plan completed/verified	

Campus Response Team

Role	Primary Person/Position	Backup Person/Position	Training Expires
Incident lead			
911 caller			
CPR responder 1			
CPR responder 2			
AED retriever/operator			
EMS liaison			
Crowd/student manager			
Family/leadership contact			
Recorder			

AED Inventory and Three-Minute Access Validation

AED ID / Model	Exact Unlocked Location	Primary Coverage Area	Pads On Time	Verified / Date

Attach a simple campus map showing AED locations, directional signage, primary travel routes, exterior athletic/event areas, and EMS entry points.

Emergency Communication and Access

Item	Campus Procedure
Internal emergency alert method	_____
Exact words/code used	_____
Primary EMS entrance and address detail	_____
Person/position who opens doors or gates	_____
Person/position who meets EMS	_____
Backup if office is unstaffed	_____
Extended-hour activation process	_____

Annual Drill Schedule

Drill	Planned Date/Window	Activity/Shift Tested	Result / Corrective Action Closed
School-day live drill			
Before/after-school live drill			

EMS Notification Record

AED Type / Location Information Sent	Agency / Recipient	Date / Method	Sent By
Update after relocation/replacement			

Campus Administrator Signature: _____ **Date:** _____

LEA Plan Administrator Signature: _____ **Date:** _____

Appendix C — South Jordan Campus

Campus Field	Campus Information
Campus address	1437 West 11400 South, South Jordan, Utah 84095
Main phone	(801) 260-3040
Campus administrator	_____
CERP campus coordinator	_____
Local EMS/fire agency	_____
Nearest receiving hospital (planning reference only)	_____
Normal operating hours	_____
Before/after/evening activities	_____
Date plan completed/verified	_____

Campus Response Team

Role	Primary Person/Position	Backup Person/Position	Training Expires
Incident lead			
911 caller			
CPR responder 1			
CPR responder 2			
AED retriever/operator			
EMS liaison			
Crowd/student manager			
Family/leadership contact			
Recorder			

AED Inventory and Three-Minute Access Validation

AED ID / Model	Exact Unlocked Location	Primary Coverage Area	Pads On Time	Verified / Date

Attach a simple campus map showing AED locations, directional signage, primary travel routes, exterior athletic/event areas, and EMS entry points.

Emergency Communication and Access

Item	Campus Procedure
Internal emergency alert method	_____
Exact words/code used	_____
Primary EMS entrance and address detail	_____
Person/position who opens doors or gates	_____
Person/position who meets EMS	_____
Backup if office is unstaffed	_____
Extended-hour activation process	_____

Annual Drill Schedule

Drill	Planned Date/Window	Activity/Shift Tested	Result / Corrective Action Closed
School-day live drill			
Before/after-school live drill			

EMS Notification Record

AED Type / Location Information Sent	Agency / Recipient	Date / Method	Sent By
Update after relocation/replacement			

Campus Administrator Signature: _____ **Date:** _____

LEA Plan Administrator Signature: _____ **Date:** _____

Appendix D — Monthly AED Readiness Log

Use one line per AED each month and after every use. Follow the manufacturer's instructions; this log does not replace required device testing or maintenance.

Date	Campus / AED ID	Ready Light	Pads / Exp.	Battery / Exp.	Cabinet & Sign	Supplies	Initials / Action

Appendix E — Drill and After-Action Record

Field	Record
Campus / date / time	_____
Operational period tested	☐ School day ☐ Before school ☐ After school/evening
Scenario and location	_____
Recognition time	_____
911 activated	_____
CPR started	_____
AED pads placed	_____
Three-minute standard met	☐ Yes ☐ No Elapsed time: _____
Roles/participants	_____
Strengths	_____ _____
Gaps identified	_____ _____
Corrective action / owner / due date	_____ _____
Closure verified by / date	_____

Appendix F — Cardiac Emergency Incident Record

Complete after the scene is stabilized. Store securely. Do not include this form in publicly distributed copies of the plan.

Field	Record
Campus / incident location	_____
Date / recognition time	_____
911 call / CPR start / AED arrival / pads placed	_____
Shock advised/delivered	_____
EMS arrival / transfer time	_____
Responders and witnesses	_____
Notifications completed	_____
AED event data secured by	_____
Equipment restored to service	Date/time: _____ By: _____
Administrative follow-up	_____ _____

Appendix G — Board Approval

The Hawthorn Academy Board of Directors approves this Cardiac Emergency Response Plan and delegates implementation and nonmaterial operational updates to the Superintendent or designee.

Approval Field	Entry
Motion	_____
Moved by / Seconded by	_____
Vote	_____
Approval date	_____
Board Chair signature	_____
Superintendent signature	_____

Hawthorn Academy
Policy: Wellness Policy
Approved: March 12, 2025



Purpose

The purpose of this school Wellness Policy (the “Policy”) is to ensure the best possible mental and physical health environment for the students of Hawthorn Academy (the “School”) and for all students to practice lifelong healthy habits that promote physical, mental, and social health. The School’s Board of Trustees (the “Board”) and Administration (the “Administration”) recognizes that there is a well-documented link between nutrition, physical activity and learning. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students’ overall health as well as their behavior and academic achievement in school. Schools have a responsibility to help students learn, establish and maintain lifelong healthy eating and activity habits and to promote healthy living in families and in the community.

25% of children and adolescents are affected by chronic health conditions, with about 5% of children having multiple chronic health conditions. Some chronic health conditions can affect students during the school day and possibly impact their academic performance such as asthma, diabetes, seizure disorders, and poor oral health. For example, research demonstrates that 49% of students with asthma miss one or more days of school because of asthma symptoms. Students with diabetes often face many challenges in school with monitoring and treating blood glucose levels, which can ultimately impact quality of life and school achievement. Research illustrates that students with seizure disorders may have difficulty with cognitive ability, academic performance, and scores on intelligence tests¹.

Equally important components of overall health and well-being are Mental and physical health. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Mental illnesses are conditions that affect a child’s thinking, feeling, mood or behavior. Depression, anxiety, bipolar disorder, and attention deficit disorder are conditions that may be occasional or chronic and affect the child’s ability to relate to others and function during the school day. Faculty and staff wellness is an integral part of a healthy school environment as well, since school faculty and staff can be daily role models for healthy behaviors.

The School shall engage the community in supporting the work of the local school in creating continuity between schools and other settings for students and staff to practice lifelong healthy habits. The School shall establish and maintain an infrastructure for management, oversight, implementation, communication, and monitoring of the policy.

¹Tiu, G. F., Leroy, Z. C., Lee, S. M., Maughan, E. D., & Brener, N. D. (2019). Characteristics Associated With School Health Services for the Management of Chronic Health Conditions. The Journal of School Nursing

Wellness Committee

Under the direction of the Board and Administration, the School has established a Wellness Committee to oversee wellness efforts, review the School's progress towards accomplishment of the School's wellness objectives and, as necessary, recommend changes to the Policy. The Wellness Committee may consist of, but is not limited to, students, parents, food service staff, members of the Board and Administration, teachers, health professionals and members of the community. Hawthorn community shall be encouraged to participate in the development and assessment of the wellness policy. The Wellness Committee may utilize a self-evaluation (Surveys twice a year to both staff and parents) or planning tool to assess the effectiveness and quality of the policy. The Wellness Committee reassessment shall be advertised in Newsletters, Website and by Admin recommendation requesting. Leadership will convene the local Wellness Committee and facilitate development of and any updates to the Wellness policy and will ensure each school's compliance with the policy.

Wellness Committee members are as follows:

Floyd Stensrud (Superintendent), Jeremy Craig (Principal) Emely Puerto (Vice Principal), Brenda Thomas (Parent), Justin Heidmann (Parent) Katherine Harbaugh (Teacher), Rachel Zager (Kitchen Director), Ashley Sheafer (Teacher), Jennifer Darcy (Teacher) DeAwna Egege (Teacher) and Melanie Campbell (Teacher).

Objectives

All students in the School shall possess the knowledge and skills necessary to make healthy food and physical activity choices throughout their lifetime. Parents and families shall be provided with tools and resources to promote and encourage healthy living. All staff in the School shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

To meet these objectives, the School adopts this Wellness Policy, which addresses physical activity, nutrition education, and healthy school environment and food guidelines. This Policy is designed to effectively utilize School and community resources to equitably serve the needs and interest of all students, families, faculty and staff, taking into consideration differences in culture.

Physical Activity

The Board and Administration recognize the importance of physical activity for student health and academic achievement. To promote physical activity, the School will:

- a. Ensure that every student from Kindergarten through ninth grade receives regular, age appropriate, quality physical education.
- b. Teachers shall incorporate movement and kinesthetic learning approaches into core subject instruction when possible (e.g., science, mathematics, language arts, social studies) and do their part to limit sedentary behavior during the school day.
- c. Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done in the classroom as well as through physical education, assemblies and after-school activities.
- d. The school has established before- and/or after-school sports teams or clubs for students. Faculty act as advisors with support from parent volunteers. Sports and clubs include, for example, cross country, volleyball, basketball, soccer, dance, cheer, creative drama, ballroom, art, exploratory science, etc.
- e. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) as punishment. Any restriction of recess or other physical activity opportunities for disciplinary purposes must be limited in duration with administrative approval and may not prevent students from receiving the required physical activity minutes.

- f. Provide physical activities that teach all students, regardless of ability, cooperation and teamwork, good sportsmanship, positive self-image and personal achievement.
- g. Ensure that alternative activities are provided for students with physical disabilities.
- h. Provide exemptions from physical activities where appropriate for ill or injured students.
- i. To the extent practicable, the School shall ensure that its grounds and facilities are safe, and that equipment is available to students to be active. The School shall conduct necessary inspections and repairs.
- j. All secondary students shall take a minimum of one physical education course in middle school and 1.5 credits of physical education in high school.
- k. Shall provide at least 20 minutes of active daily recess to all elementary school students.
- l. Shall provide recess before lunch when schedules allow. Considerations shall be made for students with medical needs, such as diabetes and hypoglycemia
- m. Shall make accommodations for students to participate indoors for poor air quality on mandatory action days.
- n. Shall provide recess monitors or teachers to encourage students to be active.
- o. The School shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources.

Nutrition Education

The primary purpose of nutrition education is to build knowledge and skills that will help students make healthy eating and physical activity choices now and throughout their lives. In order to do so:

- a. The classroom, cafeteria and other School venues will provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.
- b. Faculty and staff will teach healthy eating habits in the classroom by incorporating healthy facts and activities not only in health but also subjects such as math, science, language arts, social sciences and elective subjects as required per grade for Core Curriculum
- c. Nutrition education will be provided and nutrition incentive programs will be established. Staff wellness is a focus and activities are established which allow staff to model and support the wellness policy.
- d. The school lunch program places a tip monthly in the school cafeterias and on the Parent Newsletter at each school, that is sent out each week..
- e. Students will be encouraged to test healthy food items with which they are not familiar to promote behavior change and healthy school meal consumption.
- f. Nutritional and physical awareness and healthy lifestyles will be promoted to students, families, faculty and staff through activities that may include but are not limited to assemblies, fairs, newsletters and physical activities.
- g. The school works with the community to promote nutrition and physical awareness through an annual Healthy Living Expo and Fun Run/Walk. Healthy tips are shared with families through community partners and representatives to help educate families the month leading up to the event and at the event through direct email/texts and Newsletters.

Healthy School Environment

The Board and Administration understand the need to create a school environment that is conducive to promoting and sustaining the nutritional, physical and emotional health of its students, faculty and staff. In order to create such an environment:

- a. Students will be educated on the importance of proper hand washing and will be provided access to restrooms for washing hands.
- b. The School makes drinking fountains available so that students can get water at meals and throughout the school day. In addition, students are allowed to bring and store water bottles in the classroom; however, only water is permitted in water bottles while in the classroom.
- c. The School ensures there is adequate time, as determined by the Board and Administration, for students to enjoy eating healthy foods with friends.
- d. The School will offer opportunities and encouragement for staff to model healthy eating and exercise habits
- e. The Wellness Committee works with the school PTO to pursue and implement fundraising activities that promote healthy eating and physical activity. School will fill out School Site Exempt Food Fundraiser Form for approved Fundraisers that do not meet Smart Snack Standards. (3 allowed per year)
- f. The School will hold vision screenings in the fall of each school year.

Mental Health

Mental health is more than the absence of illness, it is an integral component of health and well-being. The school understands the role mental health plays in the school context because it is central to our students' social, emotional, and academic success. When students' mental health is supported they are better able to learn, make decisions, build relationships, cope with life's challenges, and thrive.

- a. The faculty and staff have a annual Child sex abuse and human trafficking prevention
https://vahara-o2-public.s3.amazonaws.com/media/45345/Sexual-Abuse-and-Mole_station-Prevention-Policy-7-22-20.pdf
- b. The School has a Child Abuse and Neglect Reporting Policy
https://vahara-o2-public.s3.amazonaws.com/media/45344/Child-Abuse-%26-Neglect-Reportin_g-Policy-%287.22.20%29.pdf
 - The School has a bullying and Hazing Policy
 - <https://vahara-o2-public.s3.amazonaws.com/media/104558/HA-Bullying-and-Hazing-Policy-%2810.12.2022%29.pdf>
 - The school sponsors a Mental Health Night for students and Parents in early fall of each school year.

Air quality

All individuals are entitled to breathe healthy air and to be free of the adverse health effects of indoor and outdoor air pollution.

The health, comfort, and learning environment of students and staff are important aspects of the school. Air quality, both indoor and outdoor, is a critical component of providing a healthy and comfortable learning environment. The School shall:

- a. Control temperature, humidity, and ventilation associated problems, which shall foster students' comfort and learning.
- b. Monitor the outdoor air pollution and provide a safe alternative to outdoor recess on days with elevated levels of air pollution.
- c. Limit idling at drop off and pick up zones and post signage to remind parents and guests of idle free zones.

There are many health and educational benefits to air purifiers in schools, they can help cut down on absences, they can help raise test scores, improve student behavior, and improve the overall health of students. Even low-level air pollution makes it more difficult for students to learn, reduces test scores, and diminishes academic performance

<https://www.uphe.org/free-air-purifiers-for-utah-schools/> Sun Safety

The School recognizes Utah's high rate of skin cancer. In order to protect students and staff Hawthorn Academy shall use comprehensive sun-safe practices to best protect students and staff from harmful sun exposure during school activities.

Whenever possible schools shall:

- a. Schedule recess for times when ultraviolet ray (UV) exposure can be minimized;
- b. Promote sun safety habits like wearing hats, sunglasses, or applying sunscreen that is brought from home; who spend time outdoors and take steps to limit their exposure.
- c. Have indoor recess if the temperature feels like 100 degrees or higher based on airtemp and relative humidity

First Alert Weather (Cold days)

Whenever possible schools shall:

- a. Have indoor recess when the temperature feels less than 22 degrees taking wind speed and air temperature into consideration
- b. Encourage winter clothing for students at recess so they stay warm and comfortable

Period Products

LEAs will provide period products at no cost in all female and unisex restrooms ([Utah Code 53G-4-413](#) and [53G-5-414](#)).

Substance Misuse Prevention and Intervention

The use of alcohol, tobacco and other drugs has been found to negatively affect the developing brain of youth. Not only are youth who use alcohol, tobacco and other drugs at a higher risk for experiencing addiction later in life, but teen substance use has been linked with school performance problems such as higher absenteeism and poor or failing grades. Using alcohol, tobacco and other illicit drugs in adolescence can harm the parts of the brain that control attention, learning, mood and impulse control.

Enforcement of clear, consistent standards of conduct, prevention education and promotion, and the implementation of evidence-based programs can prevent youth substance use.

Substance Misuse Prevention

Schools are in a powerful position of influence among the students they serve and can play a major role in prevention. Research is clear that the establishment and

ADA Compliant December 2022 14

- a. Hawthorn Academy will provide a school sponsored parent seminar that includes substance misuse and prevention. ([Utah Code 53G-9-703](#))
- b. Hawthorn Academy staff shall be required to receive training and instruction on child sexual abuse prevention and awareness, responding to a disclosure of child sexual abuse, and mandatory reporting requirements according to the Utah Child Sexual Abuse Prevention law ([Utah Code 53G-9-207](#)).
- c. Hawthorn Academy shall adopt comprehensive school policies and procedures for suicide prevention, intervention, and postvention. Since youth are at higher risk for suicide after an attempt and/or inpatient care, this should include procedures for the re-entry process after this has occurred. By having clear policies and procedures in place, schools can act to reduce the risk of suicide and to prevent suicide contagion.

Healthy students are better learners, and academic achievement bears a lifetime of benefits for health. Schools are an ideal setting to teach and provide students with opportunities to improve their dietary and physical activity behaviors and manage their chronic health conditions (asthma, diabetes, epilepsy, food allergies, and poor oral health). When school health policies and practices are put in place, healthy students can grow to be healthy and successful adults.

<https://www.cdc.gov/healthyschools/about.htm>

Food Guidelines

The primary purpose of the food guidelines contained herein is to ensure that the use of food in the School promotes and protects health and wellness. Meal programs at Hawthorn Academy shall seek to help children develop lifelong healthy eating behaviors, support healthy choices, and improve overall student health and well being through the following policies and practices.

The following guidelines are hereby set forth:

- A. <http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>
- B. ~~B. Hot lunch and breakfast will be available at the School.~~ Information will be available at the beginning of the school year. All meals must be eaten in the supervised area. There is no eating food in the halls or outside on the playground.
- C. Food that supports the School's wellness philosophy (Smart Snacks) and objectives will be allowed in the classroom at the teacher's discretion where it is part of a lesson plan or demonstration. For example, a teacher may use an orange to teach fractions.
 - a. All items sold to students during the school day meet the USDA Smart Snacks in School nutrition standards. Questions regarding food related fundraisers, school stores, etc. should be directed to the Food Service Department. There are three allowable exceptions per school year.
 - b. Correct form will be filled out for these fundraisers.
 - c. Food-base Fundraisers will not occur in competition to the School Breakfast Program or National School Lunch Program.
 - d. When Field Trips are scheduled, students will have access to sack meals through the School Breakfast program and National School Lunch Program.
 - e. Fresh fruits and vegetables, whole grains, and fat-free or low-fat dairy products are featured in school menus, are displayed in an attractive manner, and prepared appropriately.
 - f. Food items available to children through school meals, a la carte, vending machines, school stores, events, celebrations, fundraisers, concessions, etc. support healthy food choices and the goal of improving student health and well-being
- D. Gum will not be provided to students at any time during school and will not be allowed within the School or on School property.
- E. Distribution of carbonated beverages to middle school students only will be limited to select activities held 30 minutes after the end of school and approved by the Administration. Carbonated beverages will not be distributed to students in grades K- 6. Energy drinks are prohibited across the schools for students.
- F. Teachers will be encouraged to identify their students' allergies and dietary restrictions and work with parents to address individual needs.
- G. Consumption of food and snacks in classrooms is permitted only at the discretion and under the direction of the classroom teacher.
- H. Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other dietary restrictions.
- I. Students are prohibited from selling food items on campus.
- J. Classes that have a student with a food allergy will have a sign posted on their doors: Allergy Aware Classroom. A letter will be sent home to parents of all students in that class so that they will be aware that certain foods are restricted in that setting and for classroom activities.
- K. Classroom celebrations that involve food will be allowed at the Administration's discretion. Such celebrations shall comply with the following:
 - a. All foods made available will comply with state and local food safety and sanitation regulations. All food brought for a classroom activity must have a clear, store-bought ingredient label.
 - b. Healthy snack choices and/or options will be offered to students, faculty and staff as part of the celebration.
 - c. Faculty, staff and parents will make healthy and fun activities the focus of the celebration rather than food.
 - d. The School will regulate the use of food as a reward or incentive for children, as they may undermine healthy nutrition practices being taught, teach children to eat when they are not hungry, and set the stage for unhealthy habits which can contribute to obesity.

- e. The PTO will create and provide suggestions of healthy and affordable snacks to parents who are helping with celebrations.
- K. Food provided as part of after school or extracurricular activities will be under the direction of the Administration.
- L. Guidelines for meals served as part of the School's school lunch program will not be less restrictive than the regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), (1766(a))).
- M. Food Marketing - Advertisements for Non-program foods will not be permitted

³ Action for Healthy Kids. (n.d.). *Healthy Non-food Rewards*. Retrieved from Action for Healthy Kids:

https://www.actionforhealthykids.org/wp-content/uploads/2019/05/Healthy-Non-Food-RewardsTip-Sheet_English.pdf

OVERSIGHT OF POLICY

- The Lead Director, in conjunction with the campus administrators, will oversee the Wellness Policy. The Lead Director (Floyd Stensrud) and the Admin Assistant (Kim Oliver) will oversee the Wellness Policy process.
- The Kitchen Director (Rachel Zager), who oversees the National School lunch program at all campuses, will ensure compliance with the lunch program regulations.
 - Ensure that all reimbursable school meals meet current USDA nutritional standards.
<http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>
- The Policy will be reviewed every three years; next due date 02/2026
- The policy will be posted on the Hawthorn website after Board vote/approval.
- The school administration will measure level of implementation twice a year in self reporting staff/parent/student surveys.

Hawthorn Academy
Capitalization / Expense Policy
Approval Date: March 10, 2021



The purpose of this policy is to allow for accounting to depreciate rather than expense qualified inventory items.

Items/purchases which total over \$10,000.00, and which have a useful life of more than 3 years, shall be depreciated rather than expensed. The period of time items will be depreciated will be based on GAAP (generally accepted accounting practices). All items with a purchase value less than \$10,000.00 will be expensed. The following list is not meant to be exhaustive, but rather to show examples of depreciated and non-depreciated purchases.

Items that may be depreciated:

- Office equipment
- Desks, chairs, and office furniture
- Copy machines
- Computers & printers
- Kitchen Equipment

Items that may NOT be depreciated:

- Consumables
- Textbooks
- Work books and instructional aids
- Office supplies
- Replacement or repair parts
- Etc.

Hawthorn Academy
Policy: Electronic Resources Policy
Approved: September 10, 2025



Purpose

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

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, a virtual reality device, or AI glasses.

“**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 hours**” means the time from the beginning of the School day, as designated by the School’s bell schedule, until the end of the School day, as designated 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.

Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during School hours and during School-sponsored activities in accordance with the following standards:

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.

- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.
- Students may have privately-owned electronic devices at School during School hours. However, privately-owned electronic devices must remain out of sight in a bag, backpack, or locker and be turned off or set to a mode where notifications can't be received during School hours, unless an exception provided herein applies.
- Students may not use or respond to privately-owned electronic devices during School hours, unless an exception provided herein applies.

Exceptions

The Campus Principal may give permission for a student to possess and use a privately-owned electronic device during School 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 Campus Principal allow a student to possess and use a privately-owned electronic device on active mode at all times during School 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 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 School hours and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Campus Principal.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency. This includes using a privately-owned electronic device to respond to an imminent threat to health or safety of an individual or to respond to a School-wide emergency.

Students may also use a privately-owned electronic device during School 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 Campus Principal.

Consequences for Violation

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

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

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

An individual other than a student that finds or confiscates a privately-owned electronic device may search the device for the purpose of determining the device's owner. Students may not search privately-owned electronic devices that do not belong to them. Privately-owned electronic devices that are used inappropriately may be subject to search by the Campus Principal or other individuals designated by the Campus Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. School-owned electronic devices may be searched at any time by School officials, with or without cause. Law enforcement may be notified if anything inappropriate is discovered on a confiscated device, and such devices may be turned over to law enforcement in connection with any investigation, at which point the School would have no more control over such devices.

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

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

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-School suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

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

Notice of the Policy

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

Creative and Innovative Uses for Electronic Devices

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

Other Provisions

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

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

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

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

Internet Safety

It is the School's policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

Definitions

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

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

- 1- Obscene, which means material that is obscene under 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

The School employs technology protection measures (or “Internet filters”) to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School’s network or by School-owned electronic devices. These technology protection measures constitute the School’s preapproved content filtering system as described in Utah Code § 53G-7-1003, and they are employed by the School regardless of whether a parent requests them or not. The School also employs 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. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

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

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the

School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

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

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources.

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

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

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

Parents play an important role in helping students understand what does and does not constitute acceptable use.

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

Staff Acceptable Use of School Electronic Resources

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

At-Will Employment

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

The School's Rights

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

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by this policy or other direction governing the use of the School's electronic resources.
7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. School employees and volunteers must provide administration with passwords for any web pages or social networking profiles maintained under the name of the School.
10. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

Employees' Responsibilities Regarding Students' Use of Electronic Resources

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

User Responsibilities

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

Employees may use privately-owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Principal. Employees may

not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

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

Acceptable Use

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

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.
2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources are consistent with the intent of this policy.

Unacceptable Use

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

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Personal electronic devices may only be connected to the School's network with appropriate authorization.

6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of R277-487 and the Family Educational Rights and Privacy Act, 34 CFR, Part 99.
8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Principal or designee.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Principal).
15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Principal or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.
22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Principal or designee.

24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

Privacy

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

Training

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

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

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

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

Complaints

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

Review and Approval

This policy will be reviewed and approved at least every three years to ensure that it continues to meet the School's needs.

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

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

Employee Signature

Employee Name

Date

Hawthorn Academy
Policy: Fee Waiver Policy
Approved: September 13, 2023
Amended: February 11, 2026



Purpose

Hawthorn Academy (the "School") must abide by the Utah State Board of Education rules which direct the School's Board of Directors (the "Board") to implement a policy regarding student fees in the event the School elects to charge such fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

Policy

Under the direction of the Board, the School's Lead Director is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

Definitions

"Common education expense"

- (a) means an expense the School incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program, or activity; and
- (b) includes the employment of educators and staff, the provision of capital facilities, and operation and maintenance costs.

"Course" or "class"

- (a) means an activity, a course, or a program that the School:
 - (i) intends to deliver instruction;
 - (ii) provides, sponsors, or supports; and
 - (iii) conducts primarily during school hours.
- (b) includes a course in which a student is required to enroll as a condition of participation in a separate extracurricular activity.

"Discretionary project" means a project that a student completes in lieu of or in addition to a required classroom project in accordance with Section 53G-7-503.

"Extracurricular activity"

- (a) means an activity or a program that:
 - (i) is not a course; and
 - (ii) the School provides, sponsors, or supports.

(b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means a charge, expense, deposit, rental, or payment:

- (a) regardless of how the School terms, describes, requests, or requires the charge, expense, deposit, rental, or payment, directly or indirectly;
- (b) in the form of money, goods, or services; and
- (c) that is a condition to a student's full participation in or admission to an activity, course, or program that the School provides, sponsors, or supports.

"Fee" includes:

- (a) payments to a third party that provides a part of a School activity, class, or program; and
- (b) a fine other than a fine described below.

"Fee" does not include:

- (a) a student fine that the School approves for:
 - (i) failing to return School property;
 - (ii) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior, including defacing or damaging School property as described in Utah Code 53G-8-212; or
 - (iii) improper use of School property, including a parking violation;
- (b) a payment for School breakfast or lunch;
- (c) a deposit that:
 - (i) is a pledge securing the return of School property; and
 - (ii) the School refunds upon the return of School property;
- (d) a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program; or
- (e) money or another item of monetary value that a student or the student's family raises through fundraising.

"Fee course" means a course that is not a non-fee course.

"Instructional equipment"

- (a) means an activity-, course-, or program-related tool that:
 - (i) a student is required to use as part of an activity, course, or program in a secondary school; and
 - (ii) becomes the property of the student upon exiting the activity, course, or program.
- (b) does not include School equipment, an instructional supply, or a personal student supply for a secondary student.

"Instructional supply"

- (a) means a non-reusable or a consumable material or supply that is necessary to use, expend, or deplete as a component or element of an activity, course, or program in a secondary school.

(b) does not include a personal student supply for a secondary student.

"Non-fee course" means a course that results in course credit or a course grade within the core standards the USBE establishes under Section 53E-4-202 and other statutory requirements for:

- (a) English language arts;
- (b) health education;
- (c) mathematics;
- (d) science; and
- (e) social studies

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
 - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - (ii) a charge for college credit:
 - (A) from an institution of higher education; or
 - (B) for post-secondary related courses; or
 - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
 - (i) a school uniform as provided in Utah Code § 53G-7-801;
 - (ii) a school lunch; or
 - (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Personal student supply"

- (a) means, for a secondary student, an object, tool, material, or supply that:
 - (i) is the personal property of the student;
 - (ii) regardless of the use of the supply in the instructional process, individuals not enrolled in the course or activity also commonly purchase and use; and
 - (iii) has a high probability of regular use in activities other than School-sponsored activities.
- (b) includes pencils, papers, notebooks, crayons, scissors, and basic clothing.

"Provided, sponsored, or supported by the School"

- (a) means an activity, class, program, club, camp, clinic, or other event that:
 - (i) is authorized by the School; or
 - (ii) satisfies at least one of the following conditions:

- (A) the activity, class, program, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;
 - (B) the activity, class, program, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or
 - (C) the activity, class, program, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.
- (b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

“Provision in lieu of fee”

- (a) means an alternative to fee payment; and
- (b) may include a plan under which fees are paid in installments or under some other delayed payment arrangement or a service in lieu of fee payment agreement.

“Requested or required by the School as a condition to a student's participation” means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

- (a) fully participate in school or in a School activity, class, or program;
- (b) successfully complete a School class for the highest grade; or
- (c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:
 - (i) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

“School activity clothing” means special shoes or items of clothing that:

- (a) meet specific requirements, including requesting a specific brand, fabric, or imprint;
- (b) the School requires a student to provide and to wear for an activity-, course-, or program-related activity; and
- (c) that the student rents while participating in the activity, or become the property of the student upon exiting the activity, course, or program.

“School activity clothing” does not include:

- (a) a school uniform; or
- (b) clothing that is commonly found in students’ homes.

“School equipment” means a machine, equipment, facility, or tool that:

- (a) is durable;

- (b) is reusable;
- (c) a secondary school owns; and
- (d) a student uses as part of an activity, course, or program in a secondary school.

"Something of monetary value"

- (a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and
- (b) includes:
 - (i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - (ii) payments made to a third party that provide a part of a School activity, class, or program;
 - (iii) classroom textbooks, supplies or materials;
 - (iv) charges or expenditures for school activity clothing; and
 - (v) a fine, except for a student fine specifically approved the School for:
 - (A) failing to return School property;
 - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
 - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

"Textbook"

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
 - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook; or
 - (ii) computer hardware, software, or digital content; and
- (c) does not include School equipment, instructional equipment, or instructional supplies.

"Waiver" means a full release from:

- (a) a requirement to pay a fee; and
- (b) any provision in lieu of fee payment.

General School Fees Provisions

The School may only charge a fee for an activity, class, or program provided, sponsored, or supported by the School that is noticed and authorized by School policies and state law.

If the School imposes a fee:

- (a) the fee shall be directly related to the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee;
- (b) the fee shall be equal to or less than the expense described immediately above; and
- (c) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee that the School is prohibited from charging, including the normal expense of delivering instruction in a course.

The School may not sell textbooks or otherwise charge a fee for textbooks, except for a textbook used for a concurrent enrollment, International Baccalaureate, or Advanced Placement course.

All fees are subject to the fee waiver requirements of this policy.

The School shall not charge a fee that is general in nature and for a service or good that does not have a direct benefit to the student paying the fee. In addition, the School may not charge a fee for a common education expense.

Beginning for the 2026-2027 school year, the School shall, with respect to awarding secondary students credit toward graduation, ensure that it has at least one option for each graduation requirement that:

- (a) fulfills the graduation requirement; and
- (b) does not require the payment or waiver of any fee.

However, the restriction above does not apply to the School if the School only offers one of the following for a given graduation requirement:

- (a) an Advanced Placement course;
- (b) an International Baccalaureate course; or
- (c) a concurrent enrollment course, as described in Section 53E-10-302.

Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

The School may not charge a fee in kindergarten through sixth grade for materials, textbooks, supplies, or for any class or regular school day activity (except for discretionary projects), including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish, only on a voluntary basis, those supplies for student use. The list provided to a student's parent or guardian must include the following language before identifying the supplies:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is noticed and approved as provided in R277-407 and is allowed to be charged by state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items in order for students to fully participate and to have the opportunity to acquire skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

The School may charge students in grades 7-9 a fee for:

- (a) relating to a non-fee course or a fee course, for:
 - (i) instructional equipment;
 - (ii) a School field trip or activity trip or performance, including related transportation, food, lodging, and admission charges or participation fees;
 - (iii) School activity clothing;
 - (iv) a discretionary project as described herein; or
 - (v) a competency remediation program in accordance with Section 53G-9-803;
- (b) an expense related to a course, activity, or program that is a fee course, including:
 - (i) instructional supplies;
 - (ii) the life-cycle replacement costs for School equipment directed related to the fee course;
 - (iii) a music instrument rental;
 - (iv) licensing fees for fine arts intellectual property; or

- (v) participating in a driver education course described in Section 53G-10-503;
- (c) an expense related to the following post-secondary-related courses, including tuition, college credit, an exam, or a textbook:
 - (i) an Advanced Placement course;
 - (ii) an International Baccalaureate course; or
 - (iii) a concurrent enrollment course, as described in Section 53E-10-302.

If the School charges fees for a fee course or a non-fee course, such fees are limited to those described above.

Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if the fee is approved as provided in this policy and is allowed by state law and if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (e.g., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

Fees for Extracurricular Activities

The School may charge students in grades 7-9 fees for an extracurricular activity. The School may also charge students in grades K-6 fees for an extracurricular activity if it takes place outside of the regular school day and meets the other requirements described above. A fee for an extracurricular activity for students in grades 7-9 may

include the life-cycle replacement costs for School equipment directly related to the extracurricular activity.

A fee related to an extracurricular activity may not exceed the maximum fee amounts for the extracurricular activity adopted by the Board, as provided below.

Other Miscellaneous Fees

Fees for Adult Education

The School may charge students in grades 7-9 fees for an adult education course in accordance with Section 53E-10-202.

Fees for Remediation Programs

The School may charge students in grades 7-9 fees to participate in the School's remediation programs.

The School may not charge students in grades K-6 fees to participate in the School's remediation programs.

Fees for Charter School Application Processing

The School may charge students in grades 7-9 a fee for charter school application processing in accordance with Section 53G-6-503.

Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before June 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed related to an activity, class, or program provided, sponsored, or supported by the School, including for a course or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

Maximum Fee Amounts

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

Notice to Parents

The Lead Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year. The Fee Schedule shall clearly identify any fee for each activity, course, or program alongside the description of the activity, course, or program.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

Donations

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

Fee Collection

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll. Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

Fee Refunds

Student fees are non-refundable.

Budgeting and Spending Revenue Collected Through Fees

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

The School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

The School will establish a procedure to identify and address potential inequities due to the impact of the number of students who receive fee waivers at each campus. The School will distribute the impact of fee waivers across the School's campuses so that no campus carries a disproportionate share of the School's total fee waiver burden.

School Fee Collections & Accounting Procedures

It is the responsibility of the Lead Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Lead Director or Campus Principal. Students may not collect fees.

The School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of a fee. Fee waivers or other provisions in lieu of a fee payment will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

The Lead Director will administer this policy and either the Lead Director, Campus Principal, or a designee will review and grant fee waiver requests. The process for

obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services;
- (d) The student is in foster care through the Division of Child and Family Services or is in state care. If a student is in state care or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department; or
- (e) The student qualifies for McKinney-Vento Homeless Assistance Act assistance. If a student qualifies for McKinney-Vento, verification is obtained through the School's McKinney-Vento liaison.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

Fee Waiver Approval Process

The School will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website.

The Lead Director, Campus Principal, or a designee will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

The School shall also submit school fee revenue information in the Utah Public Education Financial System as provided in R277-113.

Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the Campus Principal or Lead Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Campus Principal or Lead Director to discuss the parent's concerns. If, after meeting with the Campus Principal or Lead Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

Alternatives to Fees and Fee Waivers

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Campus Principal or Lead Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

The School may provide optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees as provided in R277-408.

Fee Waivers for School Trips

Students may be granted a fee waiver for no more than two School-sponsored trips per school year. A student who has been granted a fee waiver for one School-sponsored trip may request a fee waiver for a second School-sponsored trip during the same school year. The fee waiver request for a second School-sponsored trip shall be

accompanied by an action plan, developed in consultation with and approved by the Campus Principal or Lead Director, that addresses how the student or family will contribute to the School or community through one or more of: (a) participation in approved fundraising; (b) approved custodial work or service in lieu of fees consistent with R277-407 and the Fair Labor Standards Act; (c) installment-payment arrangements for ancillary trip costs not covered by waiver; or (d) other contributions specified in the action plan.

The fee waiver request for a second School-sponsored trip shall be granted upon Campus Principal or Lead Director approval of the action plan unless documentation establishes the student's participation would impose an undue financial burden on the School beyond fee-waiver expectations.

For purposes of this section, "trip" and "action plan" have the meanings assigned to those terms in Utah Code § 53G-7-504.

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

Hawthorn Academy
Policy: Financial Reporting Policy
Adopted: October 11, 2017



Purpose

The purpose of this policy is to ensure that Hawthorn Academy (the “School”) practices sound financial reporting in accordance with state and federal law and applicable accounting standards.

Policy

The School will ensure that financial reporting for the School is performed in accordance with Generally Accepted Accounting Principles (GAAP) and that audits of the School’s financial reporting are performed in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS).

The School will provide financial reporting in a manner consistent with the basis of accounting as required by GAAP, as applicable to the School.

The school will provide reconciliation between the accrual basis of accounting and modified accrual basis of accounting, as applicable.

The School will provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for LEAs), and auditing standards for Utah LEAs provided online annually by the Utah State Superintendent of Public Education.

Hawthorn Academy
Policy: Procurement Policy
Adopted: October 11, 2017
Amended: June 15, 2022



Policy

Hawthorn Academy (the “School”) will follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code at Utah Code § 63G-6a-101, et seq. and the administrative rules in Title R33 of the Utah Administrative Code.

Procurement Processes

The School will follow the procurement processes below unless an exception applies.

Quotes or Bids Not Required

No procurement process is required for purchases of items up to \$5,000. The School may make such purchases from any vendor without obtaining competitive bids or quotes. However, the School may only purchase up to \$10,000 worth of items each costing \$5,000 or less from one vendor at one time without obtaining competitive bids or quotes. The School may also only purchase up to \$50,000 worth of items each costing \$5,000 or less from one vendor during one year without obtaining competitive bids or quotes.

Quotes or Bids Required

For small purchases as defined in R33-105, which will typically include purchases of items between \$5,000.01 and \$50,000 other than professional services or construction projects, the School will determine minimum specifications, provide the specifications to multiple vendors, obtain at least two competitive bids or quotes that include minimum specifications and purchase from the responsible vendor offering the lowest bid or quote meeting the specifications. The School will also record and maintain as a governmental record the names of the vendors offering bids or quotes and the date and amount of each bid or quote.

Formal Procurement Process Necessary

For purchases of items over \$50,000 other than professional services or construction projects, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

Professional Services

For small purchases of professional service providers and consultants as defined in R33-105, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three companies, firms, providers, and/or individuals; rank them from highest to lowest; begin direct negotiation with the highest ranked; and if an agreement cannot be reached with the highest ranked, move to the next highest until an agreement is reached. Obtaining competitive bids or quotes for the above-described small purchases is not required.

For small purchases of design professional services as defined in R33-105, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three design professional firms and then select one through direct negotiation. The School will also include minimum specifications when doing a small purchase of design professional services as defined in R33-105. Obtaining competitive bids or quotes for the above-described small purchases is not required.

However, if the cost of a professional service provider's, consultant's, or design professional's services exceeds \$100,000, the School will conduct a formal procurement process for such services, such as an Invitation for Bids or a Request for Proposals.

Construction Projects

For small purchases of construction projects as defined in R33-105, the School may procure a small construction project up to \$25,000 from a contractor without obtaining competitive bids or quotes after documenting that all building code approvals, licensing requirements, permitting, and other construction related requirements are met. When procuring a small construction project costing between \$25,000.01 and \$100,000, the School will obtain at least two competitive bids or quotes that include minimum specifications and will award the project to the contractor with the lowest bid or quote that meets the specifications after documenting that all applicable building code approvals, licensing requirements, permitting, and other construction related requirements are met.

The School will include minimum specifications when doing a small purchase of a construction project as defined in R33-105. Contractors selected by the School to do a small construction project must certify that they are capable of meeting the minimum specifications of the project.

If the cost of a construction project exceeds \$100,000, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

Other Requirements

The School will not artificially divide purchases or otherwise take steps in order to avoid the requirement to obtain competitive bids or quotes or conduct a formal procurement process.

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process. The School's contracts with vendors, including any renewal or extension periods, will not have a term that is longer than five years unless an exception applies or the School complies with the requirements of the Procurement Code governing any contract with a term that is longer than five years.

The School will comply with the requirements of the Procurement Code in connection with any construction or real property improvements undertaken by the School.

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.

When the School uses federal grant funds to procure goods or services, the School will comply with applicable federal law and regulations, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200. To the extent federal procurement requirements are more restrictive than Utah law or this policy, the more restrictive federal requirements shall govern the procurement of goods or services purchased with federal grant funds. Any alleged violations of this policy or applicable law shall be reported in writing to the School's Lead Director or Board of Directors.

Review

The School shall review this policy annually.

Hawthorn Academy
Policy: Sex Education Instruction Policy
Approved:



Purpose

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

Policy

The School will comply with applicable state law regarding the presentation of sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about: sexual abstinence; human development, including puberty and maturation; human reproductive processes, including conception, fetal development, pregnancy, and birth; human reproductive anatomy and physiology; healthy dating practices, 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); chronic, infectious, and acute diseases and conditions or 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.

Administrative Procedures

Sex education Instruction Procedures

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

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

The School's health curriculum will include instruction in the following topics, as required by Utah Code § 53G-10-402(2)(a)(ii):

- (a) the success sequence;
- (b) community and personal health, including personal hygiene and the prevention of communicable diseases;
- (c) physiology;
- (d) human development;
- (e) marriage and safe dating practices;
- (f) refusal skills;
- (g) resilience;
- (h) situational awareness;
- (i) the harmful effects of pornography;
- (j) the consequences of behaviors that pose a risk to individual health or of failure under the success sequence.

The School shall ensure that health curriculum instruction;

- (a) stresses the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods for: maintaining mental, physical, and social health, including reducing stress; eliminating risks associated with sexual activity, including preventing pregnancy and certain communicable diseases; and achieving the success sequence; and
- (b) personal skills that encourage abstinence, the return to abstinence, and fidelity.

The Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the 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,. 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 must be approved by the School's Board of Directors in an open meeting. 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 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 School will comply with the student privacy laws in Utah Code § 53E-9-202 through -203, and obtain parental consent prior to any sex education instruction, including maturation education. At no time will a student be in the classroom during any such sex education instruction unless an approval form signed by the student's parent/guardian is on file. The parental notification form (aka the approval form) will:

- a) (a) explain a parent's right to review proposed curriculum materials in a timely manner;
- b) (b) request the parent's permission to instruct the parent's student in identified course material related to sex education instruction;
- c) (c) allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction is presented and discussed;
- d) (d) be specific enough to give parents fair notice of topics to be covered;
- e) (e) 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;
- f) (f) be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53A-13-10153G-10-402; and
- g) (g) 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 training 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 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.

Hawthorn Academy
Policy: Student Transportation Policy
Approved: March 8, 2023
Amended:



Purpose

The purpose of this policy is to address how student transportation is handled at Hawthorn Academy (the "School"). It is also to establish rules and requirements related to student transportation to help ensure student safety.

The School intends for this policy to satisfy the policy requirements of Utah Administrative Code Rule R277-601.

Policy

No School Buses

The state does not provide the School (or any other Utah charter school) with any state transportation funding. As a result of this, and as a result of having a student population that often resides throughout multiple cities and/or counties in the state, the School does not own or operate school buses and does not provide transportation for students to or from School, except where required by law. Parents or guardians are responsible for the transportation of their students to and from the School each day.

Student Transportation for School Activities

The School may provide transportation for students in charter buses or through public transportation in connection with field trips, extracurricular activities, or other School-sponsored activities ("School activities"). Any charter bus company selected by the School to transport students shall meet or exceed industry safety requirements and provide reliable and professional transportation services.

The School shall inform parents and guardians when it intends to provide student transportation in connection with School activities and shall give parents and guardians the opportunity to consent to such transportation. A student's parent or guardian must provide consent in order for their student to be transported to and/or from School activities as described in this section.

Charter bus operators and, to the extent practicable, other vehicle drivers approved by the School to transport students to and/or from School activities, shall adhere to the applicable standards in R277-601-3. The School shall enforce the applicable standards as required by the rule.

When the School provides transportation for a School activity, students are expected to use the School-provided transportation to and from the School activity. In extenuating circumstances, a parent or guardian may request permission to transport the parent's or guardian's own student. Any exception must be approved in advance by the student's Campus Principal or the School's Lead Director and may be conditioned on the parent or guardian completing any required

permission, release, or student check-out procedure. Exceptions will be considered individually based on the circumstances and the School's safety, supervision, and operational needs.

Private Transportation Arrangements

School employees shall avoid traveling alone in private vehicles with students who are not members of the employee's immediate family. Exceptions to this rule may include situations where an employee is acting in the employee's personal capacity as a parent or volunteer in the community.

In addition, a parent or guardian of a student at the School may independently arrange for another individual, including a School employee with whom the parent or guardian has a personal relationship, to transport the parent's or guardian's student to or from School. Any such arrangement is a private arrangement between the parent or guardian and the individual providing transportation. The School does not arrange, provide, sponsor, support, supervise, or guarantee transportation provided under a private transportation arrangement and does not evaluate or approve the driver's vehicle or personal automobile insurance for purposes of the arrangement.

A School employee who transports another person's student under a private transportation arrangement does so voluntarily and in the employee's personal capacity, not as part of the employee's assigned job duties or within the course and scope of the employee's employment. The School employee shall not represent that the transportation is being arranged, provided, sponsored, supported, supervised, or guaranteed by the School.

To the fullest extent permitted by law, the School is not liable for accidents, injuries, or other losses arising from the transportation of students to or from School under a private transportation arrangement.

The School's Lead Director shall establish requirements that must be met before a School employee may transport a student, other than the employee's own child, to or from School.



Hawthorn Academy
Policy: Donations & Fundraising Policy
Approval Date: September 18, 2013
Reviewed: January 10, 2024

Although Hawthorn Academy (the “School”) does not typically engage directly in fundraising, it may do so on certain occasions in order to help advance the School’s mission. The School encourages the contributions of gracious donors who have the resources and the inclination to make donations for the benefit of the School and its students. This policy establishes guidelines and standards for the School’s acceptance of donations and gifts as well as for when the School engages in or sponsors fundraising activities.

Donations and Gifts

The School may not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. The Director is also responsible for ensuring that donor restrictions of accepted donations are complied with and that compliance can be verified. The Director will ensure that charitable donation receipts are provided to donors as necessary.

The Director must approve voluntary donations from private individual or organization in excess of \$1,000 and any donation involving donor restrictions prior to accepting the donation. The Board of Directors must approve any voluntary donations from private individual or organization in excess of \$10,000. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

If advertising or other services are offered to a donor in exchange for a donation or gift, the School will objectively value the donation or gift in order to ensure the School receives at least fair value.

The Director must ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School will comply with other applicable laws and regulations, including but not limited to procurement requirements, rules related to construction of improvements, IRS regulations, and Title IX requirements.

Fundraising

Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School.

For the purposes of this policy, “school sponsored” means activities that are expressly authorized by the School’s Director or Board of Directors that support the School or authorized curricular clubs, activities, sports, classes, or programs that are themselves school sponsored. School-sponsored activities must be managed or supervised by School employees. Activities sponsored by the School’s parent organization are not school-sponsored activities, but the parent

organization may be involved in and provided assistance in connection with school-sponsored activities.

The following guidelines must be followed in connection with School fundraising:

1. The fundraising activity must be undertaken with the intent of obtaining a benefit consistent with the School's mission.
2. The fundraising activity must not violate the School's charter, Board policies, or applicable law.
3. Proposals for fundraising activities must be submitted to the School's Director for approval.
4. The Director may restrict the time, place, and manner of any approved fundraising activity.
5. Fundraising activities should be planned and scheduled in a manner that does not create conflict, confusion, or excessive fundraising pressures on students, families or potential donors.
6. Fundraising activities that may expose the School to risk of financial loss or liability if the activity is not successful should not be approved.
7. The participation of School employees, students and parents in any fundraising activity must be voluntary. However, School employees may be assigned to supervise students in connection with School-sponsored fundraising activities in connection with their employment. Such employees may be compensated for such work as appropriate as determined by the Director.
8. Students may not be required to participate in a fundraising activity as a condition for belonging to a team, club or group, and a student's fundraising efforts may not affect his or her participation time or standing in any team, club or group.
9. Competitive enticements for student participation in fundraising efforts are generally discouraged, and any such rewards or prizes must be approved by the Director.
10. The Director will ensure that the School's Fee Waiver Policy is complied with in connection with all School-sponsored fundraising activities that involve fees. Any fee waivers must be granted in accordance with the Fee Waiver Policy.
11. All funds raised through school-sponsored fundraising activities are considered public funds and will be handled accordingly. The Director will ensure that all other applicable fiscal policies are complied with in connection with fundraising activities.
12. Any fundraising activities that are related to the School but not school sponsored, such as fundraising activities of the parent organization, should clearly inform School patrons that the activity is not school sponsored. School employees may participate in such activities as volunteers but must not represent that they are acting as employees or representatives of the School.
13. The Director will ensure that charitable donation receipts are provided as necessary.
14. The School's employer identification number and sales tax exemption number may only be used by School personnel in connection with school-sponsored activities. No other entity, including the School's parent organization, may use these numbers.
15. Any School employee involved in managing or overseeing non-School-sponsored fundraising must disclose to the Director any financial or controlling interest in or access to bank accounts of the fundraising organization or company.

16. The School may cooperate with outside entities such as the parent organization in connection with non-school-sponsored fundraising activities. The School may allow these groups to use School facilities at little or no charge. At the Director's discretion, the School may provide some level of support or pay for portions of these activities. The details of the arrangements for non-school-sponsored fundraising activities shall be understood and agreed to by the Director and the representatives of the outside entity. This must take into consideration the School's fiduciary responsibility for the management and use of public funds and assets.
17. The School is committed to principles of gender equity and compliance with Title IX guidance. The School commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

The Director will ensure that School employees receive appropriate training in connection with these policies. Training shall be provided at least annually to employees whose job duties are affected by the School's fiscal policies.

The Board will review this policy at least bi-annually.

Heidi Scott - HA Board President

Date