



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

BOARD OF DIRECTORS MEETING AGENDA

September 17, 2026

7:00PM

1051 W 2700 S

Perry, UT 84302

Join via zoom at: <https://promontoryschool-org.zoom.us/j/9451212783?pwd=5v9chgWHMtbNaZHRRed1Q9lQKq5HSYD.1&omn=89740474394>

7:00 PM – **CALL TO ORDER:** Becca Ashby

- Welcome/Mission Statement and Pledge: Jessica Flinn

7:10PM – **PUBLIC COMMENT**

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

7:15PM—Parent Crew Update

7:20 PM –Training: Open Meeting Acts Training/Review

7:25 PM– Faculty/Staff Highlight

7:30 PM – **FINANCE REPORT**

- Budget Review – Stephanie Nielsen

7:40 PM – **MINUTES**

- 8-20-2026 Meeting Minutes

7:45 PM – **ACTION ITEMS**

- Parent Crew Fundraiser Approval
- 3 /4 City of Rocks Fieldwork
- Restitution for Damaged, Lost, or Unreturned School Property
- Fundraising, Employee Relationships and disclosure
- Least Restrictive Behavior Intervention Policy
- Sex Education Policy 2026
- Test Administration Policy 2026
- Governing Board Policy
- Toilet Training
- Dual Enrollment

8:15 PM --**BUSINESS ITEMS**

- Enrollment Discussion

Assigned Policies:

- Equal Opportunity in Curriculum Policy - Executive
- Attendance Policy - Executive
- Procedures To Review Complaints - Executive
- After School Activities – Policy
- Promontory School Student Threat Assessment Policy - Safety

8:40 PM **DIRECTOR'S REPORT**

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

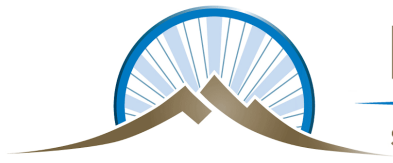
8:50 PM CLOSED MEETING

9:00 PM – ADJOURN

*Next scheduled Board Meeting October 16, 2026

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

Tab 1



PROMONTORY

school of expeditionary learning

FUNDRAISING, EMPLOYEE RELATIONSHIPS AND DISCLOSURE POLICY

PURPOSE

The purpose of this policy is to establish a Promontory School of Expeditionary Learning policy governing the initiation, authorization, and review of all fundraising activities of the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

Promontory School encourages community and business partnerships that enhance and supplement the public education system. The school also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to educational processes, threatening to the health and welfare of students, or lacking in educational merit.

Promontory School encourages school staff, board members, and parent volunteers to organize and execute efforts to enhance and supplement the public education system through fundraising efforts. The school also desires to protect students from fundraising efforts that burden the students with fundraising for public education. The school does not encourage or support fundraising events that rely on student solicitation to raise funds. However, the school does recognize the value of students raising funds when connected to expeditions, fieldwork, and/or intensives, and supports such fundraising activities as they comply with the outlined policy.

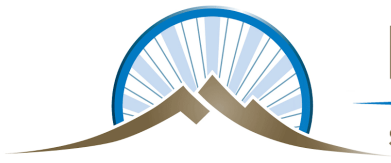
Promontory School believes in acting with humanity and contributing to the community. Fundraisers for charity may also be considered and will comply with the procedures of the outlined policy.

SCOPE

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events.

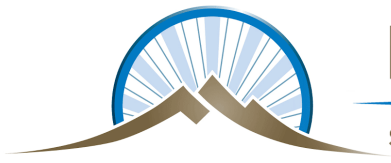
It is expected that in all dealings, school employees will act ethically and consistent with the school's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

Fundraising, Employee Relationships and Disclosure Policy	Created: 08/28/2013	Last Updated: 10/17/2024 09/19/2019 02/12/2015
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GENERAL POLICY STATEMENTS FOR SCHOOL-SPONSORED ACTIVITIES

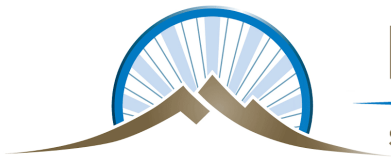
1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory school or other public bodies (Utah Code 51-7-3[26]).
2. Fundraising is permitted within the school to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, events, or activities that are authorized by the school and support the school or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
 - a. Is managed or supervised by a school employee.
 - b. Uses the school's facilities, equipment, or other school resources.
 - c. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
 - d. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53G-7-704 through 708.
4. 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.
5. All fees for school-sponsored activities must be properly noticed and approved by the director and board and are subject to fee waiver provisions in R277-407.
6. The director, consistent with school policy, has the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
7. Annually, the school will review all planned camps, clinics, activities, and fundraisers and determine those designated as school-sponsored.
8. All monies raised through fundraisers for school-sponsored activities are considered public funds. The school is ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school organized fundraising.
9. The collection of money associated with fundraisers for school-sponsored activities will comply with the school cash receipting policies.
10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with the school cash disbursement policies.
11. Properly approved school-sponsored activities may:
 - a. Use the school's name, facilities, and equipment.



- b. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under the school's risk management policy (pending approval by the school risk manager) or general liability insurance policy.
 - d. Provide additional compensation or stipends for school employees with the approval of the director, or immediate supervisor, and under school payroll policies.
12. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules. Schools may be responsible for providing student transportation for these activities.
13. Authorization and supervision of fundraising for school-sponsored activities:
- a. Fundraising shall be approved in writing, prior to the activity, by the director and board and supervised by school employee(s) designated by the director. The approvers shall ensure that the activity is appropriately classified as a school sponsored activity.
 - i. All revenue producing activities, including fundraising projects, must support the school vision and educational philosophy.
 - ii. Proposals for fundraising projects should answer the following questions:
 - 1. *For what purpose do we need additional funds?*
 - 2. *How much revenue do we intend to generate?*
 - 3. *How does this fundraiser align with Promontory School's mission statement, values, policies, philosophies and educational beliefs?*
 - b. Donations from individuals or organizations will follow the school's gift and donation policy.
 - c. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the director before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.
 - d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the director and the board. (See capital fundraising section below.)

GENERAL FUNDRAISING STANDARDS FOR SCHOOL SPONSORED ACTIVITIES

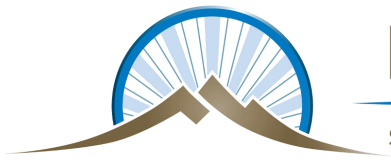
- 1. The school reserves the right to prohibit, restrict, or limit any fundraising activities.



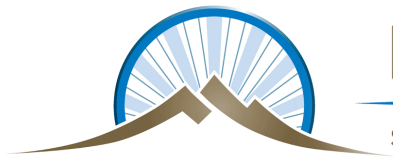
2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from fundraisers.
3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other school employee or volunteer.
5. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
6. Door-to-door sales are prohibited.
7. Approval may be denied for fundraising activities that would expose the school to risk of financial loss or liability if the activity is not successful.
8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the business manager to be included with the deposit detail.
10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

EMPLOYEE RELATIONSHIPS & DISCLOSURE

1. Participation in Private or Non-School-Sponsored Events
 - a. School employees:
 - i. May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.



- ii. Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
 - iii. May not contact students in the school using education records or information obtained through public employment unless the records or information are available to the general public.
 - iv. May not use school time to discuss, promote, or prepare for a private or non-school sponsored activity.
 - v. May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
 - vi. May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
 - vii. May not require private or non-school-sponsored activities for credit or participation in school programs.
 - viii. Must satisfy all requirements of Utah Code 53E-3-512, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.
2. School employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. The school employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored.
 3. School employees may engage in outside employment with a private entity or another separate organization that does not interfere with school duties or job functions. Employees must complete the school disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.
 4. Parental notification is required if school students are recruited to participate in these activities.
 5. School employees may not set up bank accounts for activities or fundraisers associated with school responsibilities or job functions.
 6. School employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
 7. School employees may not direct operating expenditures to outside funding sources or groups to avoid school procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
 8. School employees must comply with school procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.



CAPITAL FUNDRAISING/LARGE FUNDRAISING PROJECTS

1. All fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the director and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business manager for evaluation and recommendation to the director and board:
 - a. Prospective construction, maintenance or renovation plans and estimated costs
 - b. Proposed naming opportunities
 - c. Proposed fundraising timeline
 - d. Loans or financing agreements
 - e. Maintenance or upkeep requirements and costs
 - f. Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities)
2. The director will make a recommendation to the board. The board reserves the right to tentatively approve plans, pending fundraising, donations, equity, or other conditions.

Tab 2

PURPOSE

The purpose of this policy is to establish Promontory School of Expeditionary Learning's requirements for the approval, administration, and review of fundraising activities. This policy is intended to safeguard public funds, provide accountability, protect students and families, and ensure compliance with applicable state and federal laws.

Promontory School encourages community and business partnerships and fundraising activities that enhance and supplement educational opportunities for students. Fundraising should support the school's mission, values, educational philosophy, and approved programs and activities.

Promontory School also seeks to protect students, parents, employees, and administrators from fundraising activities that are coercive, overly commercial, disruptive to the educational process, unsafe, or lacking in educational purpose.

Promontory School does not encourage fundraising that places an unreasonable burden on students or families. The school recognizes the value of appropriately approved fundraising connected to school programs, Expeditions, fieldwork, intensives, activities, and other educational opportunities.

Fundraising for charitable purposes may also be considered when consistent with the school's mission and approved in accordance with this policy.

SCOPE

This policy applies to school administrators, employees, students, Board members, parent organizations, booster organizations, volunteers, and other individuals or organizations that initiate, authorize, manage, collect funds for, or participate in fundraising activities on behalf of Promontory School.

All individuals acting on behalf of the school are expected to comply with applicable school fiscal policies and procedures, Utah State Board of Education rules, state and federal law, procurement requirements, and ethical standards.

GENERAL POLICY STATEMENTS FOR SCHOOL-SPONSORED ACTIVITIES

1. Fundraising is permitted to supplement school-sponsored academic, co-curricular, extracurricular, Expedition, fieldwork, intensive, and other approved educational programs and activities.

2. All fundraising activities must support an appropriate school, educational, or approved charitable purpose and be consistent with Promontory School's mission, values, educational philosophy, and policies.
3. All school-sponsored fundraising activities must receive approval before the fundraising activity begins.
4. The Director or Director's designee may approve routine school-sponsored fundraising activities consistent with this policy and established school procedures.
5. Fundraising involving construction, facility renovation or improvement, significant capital equipment, major capital campaigns, significant ongoing financial obligations, or other projects designated by the Director shall require approval by the Director and Board.
6. The school reserves the right to prohibit, restrict, condition, or discontinue any fundraising activity.
7. Fundraising activities shall be age appropriate and conducted in a manner that maintains high standards of ethical responsibility and integrity.
8. Fundraising shall comply with applicable Title IX requirements and provide equitable opportunities for students.
9. Fundraising shall not be used to avoid or circumvent school fee requirements, fee-waiver requirements, procurement requirements, payroll procedures, cash-handling procedures, or other fiscal controls.
10. All fees associated with school-sponsored activities shall comply with applicable Utah law, R277-407, and Promontory School's Board-approved fee and fee-waiver policies.
11. Individual teachers, coaches, advisors, volunteers, parent organizations, or other individuals do not have authority to independently establish, require, waive, or modify school fees.
12. The school shall annually review fundraising activities and its fundraising and donation policies as required by applicable law and Utah State Board of Education rule.

AUTHORIZATION AND SUPERVISION OF FUNDRAISING

1. Fundraising activities shall be supervised by school employees or other individuals designated or approved by the Director.
2. Fundraising proposals may be required to identify:
 - a. The purpose for which additional funds are needed;
 - b. The amount of revenue anticipated;
 - c. The anticipated expenses associated with the fundraiser;
 - d. The individuals responsible for supervising and accounting for the fundraiser; and
 - e. How the fundraiser supports Promontory School's mission, values, policies, philosophy, and

educational purposes.

3. Donations shall be handled in accordance with the school's donation and fiscal policies.
4. The sale or display of banners, advertising, signs, sponsorship recognition, or other promotional materials on school property must receive prior approval from the Director.
5. Advertising shall be appropriate for the school environment. Partisan political advertising and advertising for products or services prohibited by law for minors are prohibited.

STUDENT FUNDRAISING

1. Promontory School shall not require individual student fundraising.
2. The school may provide optional individual fundraising opportunities as permitted by law. Funds raised through an approved individual fundraiser may be used to offset permissible fees attributable to the participating student in accordance with applicable law and school policy.
3. Students shall not be assigned individual sales quotas or required fundraising amounts.
4. Students or parents shall not be required to personally pay for unsold fundraising items or unmet individual fundraising goals.
5. Promontory School may approve group fundraising consistent with applicable law and Utah State Board of Education rule.
6. When participation in a group fundraiser is required, parents shall receive advance notice of the nature of the fundraiser and the estimated participation time expected of the student or parent as required by R277-408.
7. A student's fundraising effort or nonparticipation shall not affect the student's academic grade or membership in a team or group.
8. Any other consequence related to nonparticipation in a required group fundraiser shall comply with applicable Utah law and Utah State Board of Education rule.
9. Door-to-door sales by students are prohibited.
10. Competitive fundraising incentives are discouraged. Any prizes, rewards, or incentives must be disclosed and approved before the fundraiser begins.
11. Employees and volunteers may not personally receive commissions, kickbacks, prizes, or other financial benefits based upon student fundraising activity, except for compensation properly authorized and paid through school payroll procedures.

FUNDRAISING FUNDS AND CASH HANDLING

1. Funds raised through school-sponsored fundraising shall be administered in accordance with Promontory School's fiscal and cash-handling policies and applicable Utah State Board of Education rules.
2. Employees, coaches, volunteers, parent organizations, booster organizations, or other individuals authorized to collect money related to the school shall comply with school cash-handling procedures.

3. Money subject to the deposit requirements of R277-408 shall be deposited within three days of receipt.
4. School employees shall not establish or maintain separate bank accounts for school-sponsored fundraising or activities associated with their school responsibilities.
5. Fundraising proceeds shall not be directed through an outside organization for the purpose of avoiding school accounting, procurement, payroll, fee, or other fiscal requirements.
6. Appropriate records shall be maintained for fundraising participation, revenue, expenses, deposits, and expenditures.
7. Fundraising records shall be maintained and made available as required by law while protecting personally identifiable student information.

PARENT ORGANIZATIONS, BOOSTER ORGANIZATIONS AND VOLUNTEERS

1. Parent organizations, booster organizations, volunteers, employees, coaches, or other individuals or organizations fundraising or collecting donations on behalf of Promontory School shall comply with this policy and applicable school fiscal and cash-handling procedures.
2. Fundraising on behalf of Promontory School does not authorize an individual or organization to independently obligate the school, establish accounts on behalf of the school, retain school funds, or circumvent school fiscal procedures.
3. Use of the school's tax-exempt status or tax identification information must be specifically authorized by the school.
4. Transactions between the school and outside organizations shall be conducted in accordance with applicable law and school policy. Public funds shall not be commingled with funds belonging to a private or outside organization.

DONATIONS AND GIFTS

1. Promontory School may accept appropriate donations, gifts, grants, and sponsorships in accordance with applicable law and school policies and procedures.
2. Donations shall be voluntary.
3. A payment required as a condition of student participation shall not be characterized as a voluntary donation for the purpose of avoiding applicable school fee or fee-waiver requirements.
4. Monetary donations, restricted donations, donated goods or equipment, and donations intended for construction, facilities, or capital improvements shall be accepted and administered according to school procedures.
5. Charitable donation acknowledgments and disclosures shall be issued in accordance with applicable federal requirements and school procedures.
6. The school reserves the right to decline or restrict donations, gifts, or sponsorships that:
 - a. Conflict with the school's mission or educational philosophy;

- b. Create an actual or perceived conflict of interest;
- c. Create inappropriate commercial influence;
- d. Create inequity inconsistent with Title IX or other applicable law;
- e. Create unreasonable ongoing costs or obligations for the school; or
- f. Are otherwise inconsistent with law or school policy.

EMPLOYEE RELATIONSHIPS AND DISCLOSURE

1. School employees may participate in lawful private or public education-related activities outside of their regular school employment consistent with R277-107 and applicable law.
2. Employees shall ensure that participation in a private or non-school-sponsored activity is separate and distinguishable from their employment with Promontory School.
3. Employees may not use confidential education records or nonpublic student information obtained through their school employment to advertise, recruit for, or promote a private activity.
4. Employees may not use school time or school resources to promote, prepare for, or operate private or non-school-sponsored activities except as specifically permitted by law and school policy.
5. Employees may not require participation in a private or non-school-sponsored activity as a condition of a student's grade, credit, participation, team membership, or other school opportunity.
6. Employees may use advertising opportunities available to the general public on the same terms as other members of the public. When required, advertising shall clearly state that the activity is not sponsored by Promontory School.
7. Employees may engage in outside employment that does not interfere with their school duties and complies with applicable ethical and conflict-of-interest requirements.
8. Employees engaging in outside employment similar to their official school duties shall complete disclosures required by applicable law and school procedures.
9. When an employee enters into an agreement with a sponsor of a private, public education-related activity subject to R277-107:
 - a. The agreement shall identify the activity as not sponsored by Promontory School;
 - b. The employee's responsibilities to the sponsor shall be outside the scope of the employee's school duties;

- c. The employee shall comply with applicable laws, rules, and school policies; and
- d. The employee shall provide the Director with a signed copy of the agreement when required by R277-107. The school shall maintain the agreement in the employee's personnel file.

CONFLICTS OF INTEREST

1. Employees, Board members, volunteers, or other individuals involved in approving, managing, or overseeing fundraising activities shall disclose actual or potential conflicts of interest as required by law and school policy.
2. Employees who approve, manage, or oversee fundraising shall disclose any financial or controlling interest in, or access to financial accounts of, a fundraising organization, vendor, or company involved in the activity.
3. Employees shall comply with applicable procurement requirements and shall not:
 - a. Divide or manipulate purchases to avoid procurement requirements;
 - b. Direct school expenditures through outside organizations to circumvent school purchasing requirements;
 - c. Accept prohibited gifts, gratuities, commissions, or kickbacks from vendors or interested parties; or
 - d. Use their school position for improper personal financial benefit.

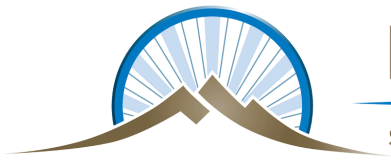
CAPITAL FUNDRAISING/LARGE FUNDRAISING PROJECTS

1. Fundraising projects involving construction, maintenance, facility renovation or improvement, significant capital equipment, or major capital campaigns must receive written approval from the Director and Board before initiation.
2. Prior to approval, the Director and Board may require:
 - a. Proposed construction, maintenance, renovation, or equipment plans and estimated costs;
 - b. Proposed naming or sponsorship opportunities;
 - c. Proposed fundraising timeline;

- d. Loans or financing agreements;
 - e. Ongoing maintenance and operating requirements and costs;
 - f. Title IX and equity considerations; and
 - g. Other information necessary to evaluate the financial, legal, or operational impact of the project.
3. The Director shall make a recommendation to the Board. The Board may approve, deny, or condition approval upon fundraising, donations, equity, available funds, risk, or other appropriate considerations.

ADMINISTRATION AND ANNUAL REVIEW

1. The Board shall annually review the school's fundraising and donation policies as required by applicable Utah State Board of Education rule.
2. The school shall annually review fundraising activities supporting or subsidizing school-authorized clubs, activities, classes, programs, or other activities as required by applicable law.
3. The Director may establish administrative procedures, approval forms, internal controls, training requirements, and other procedures necessary to implement this policy.
4. If a provision of this policy conflicts with subsequently enacted state or federal law or Utah State Board of Education rule, applicable law or rule shall control.



~~SEX-ED~~ HUMAN DEVELOPMENT CURRICULUM POLICY

At Promontory School, as part of your child's 7/8 grade education, they will be enrolled in a health course that includes instruction and/or discussion on topics related to sex education that are controlled by state law and Utah State Board of Education rule.

PURPOSE

Human development curriculum and instruction is provided in accordance with Utah state education standards, Utah law, Utah State Board of Education rules, and Board-approved curriculum. Promontory School provides human development education that encompasses a variety of topics from 5th grade maturation through 8th grade sex education. For purposes of this policy, Human Development Curriculum refers to providing information about maturation and sex education instruction. The requirements of this policy apply to any course, unit, class, activity, or presentation in which the human development topics addressed by this policy are the focus of instruction or discussion.

GOVERNING BOARD OVERSIGHT

Human Development education instructional materials shall be reviewed and adopted in accordance with Utah law and R277-474. The Governing Board shall provide required opportunities for parent review and shall maintain an appeals process and annual review process for adopted instructional materials as required by law.

HUMAN DEVELOPMENT (SEX EDUCATION) CURRICULUM COMMITTEE

Promontory School's Governing Board shall establish a Curriculum Materials Review Committee in accordance with R277-474. The Board shall annually appoint and review committee membership annually. The committee shall include parents, health professionals, school health educators, and administrators, with at least as many parents as school employees. The committee shall designate a chair, establish procedures, meet as determined by its membership, comply with the Utah Open and Public Meetings Act, and review and approve all guest speakers, guest presenters, and their respective materials relating to human development education (Maturation and/or Sex Education) before presentation of materials to the students. Staff members and parents wishing to provide input regarding the Human Development Curriculum may do so by participating in the committee. The Governing Board shall review and approve the Human Development Curriculum following review and recommendation by the committee.

PARENT CONSENT



PROMONTORY

school of expeditionary learning

Prior affirmative parental consent is required before a student may participate in sex education instruction, maturation education, or other instruction requiring consent under Utah law. Promontory School will use the common parental notification form provided by the Utah State Board of Education, or a form meeting all requirements of Utah law and Board rule, and will follow the timelines approved by the State Board. A student may not participate unless affirmative parental consent is on file. Consent forms will be maintained by the school for a reasonable period as required by law.

Student Opt-Out

Promontory School honors parental rights to decline their child's involvement to participate in any of the discussions as described in this policy. A parent may decline consent or excuse their student from applicable sex education or maturation education instruction. A student who does not participate shall not be penalized. The school will provide an appropriate alternative or waive the applicable instructional requirement consistent with Utah law and will provide appropriate supervision during the instructional period.

Parents shall be provided a reasonable opportunity and time to review proposed sex education and maturation education curriculum and instructional materials prior to instruction. The parental notification form shall identify the time, place, and contact person for reviewing the materials.

~~A consent form must be sent to parents not less than two weeks prior to instruction of the identified topics. Under state law, your child cannot participate in the scheduled instructional class activities specified below unless and until the signed letter of permission is returned to the teacher identified on the form and on file. Signed forms will be kept on file at the school for a minimum of one year.~~

~~All instruction related sexual activity will take place within the context of Utah State Law (53G-10-402,) Utah State Board of Education rule (R277-474) and Title 63G, Chapter 3, Utah Administrative Rulemaking Act as follows:~~

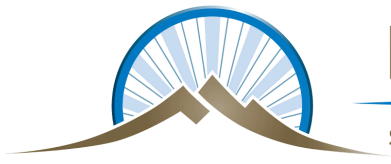
- ~~• The public schools will teach sexual abstinence before marriage and fidelity after marriage.~~
- ~~• There will be prior parental consent before teaching any aspect of contraception or condoms.~~
- ~~• Students will learn about communicable diseases, including those transmitted sexually, and HIV/AIDS.~~

HUMAN DEVELOPMENT CURRICULUM

Promontory School shall use sex education and maturation education instructional materials approved in accordance with Utah law, R277-474, and Governing Board policy.

The following are NOT approved by the State Board of Education for instruction and may not be taught:

- The intricacies of intercourse, 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.
- Any means or methods that facilitate or encourage violation of state or federal criminal law by a minor or adult.

Educators may correct inaccurate or misleading information or answer spontaneous student questions when the response is consistent with approved instructional materials, Utah Code § 53G-10-402, and R277-474. Educators and school personnel should direct students to discuss human development-related questions with their parents or guardians.

Maturation

Maturation instruction shall be provided to 5th grade students as part of the Human Development Curriculum. Instruction shall address age-appropriate information related to puberty, physical and emotional changes, personal hygiene, and other topics included in the approved maturation curriculum. Administration may extend an invitation to other grade bands, as appropriate.

Sex Education

Legal & Instructional Requirements

Sex Education shall be provided in 7th or 8th grade. All sex education instruction shall comply with Utah Code §§ 53G-10-402 and 53G-10-403 and Utah State Board of Education Rule R277-474. Educators shall teach the values and information required by Utah law, including applicable instruction concerning abstinence before marriage and fidelity after marriage. Instruction shall use Board-approved curriculum.

Program materials and guest speakers supporting instruction on these topics have been reviewed and approved by Promontory School's Sex Education Committee for Materials and Guest Speakers which is comprised of: School Administrator(s), School Board Member(s), and Middle School Health Teachers.

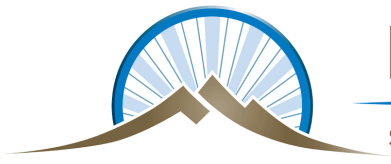
Promontory School uses only Utah State Board of Education materials/curricula.

In accordance with Utah State Board of Education Rule R277-474-7-4, teachers may answer spontaneous student questions to provide accurate data, correct inaccurate or misleading information or comments made by students in class regarding sex education.

Curriculum for this course includes instruction or discussion about the topics listed below. These topics will be listed on the parental consent form where parents/guardians must pre-check the boxes they wish their child to receive education on. Pre-checked items that are required for instruction in health education 53G-10-403:

Curriculum Content

Curriculum for this course includes instruction or discussion about the topics listed below:



- Sexual abstinence
- Human reproduction
- Reproductive anatomy
- Physiology
- Pregnancy
- Marriage
- Childbirth
- Parenthood
- Contraception
- HIV and AIDS (including modes of transmission)
- Sexually transmitted diseases
- Refusal skills as defined in 53G-10-402

~~Factual, unbiased information about contraception may be presented as part of this course only if parents opt in. Demonstrations on how to use contraceptive means, methods, or devices are prohibited.~~

When authorized by the Governing Board and permitted by Utah law, instruction may include information regarding contraceptive methods or devices, excluding abortion or abortive methods. Such instruction shall comply with Utah Code § 53G-10-402 and R277-474 and shall not advocate or encourage the use of contraceptive methods or devices.

Parental Consent

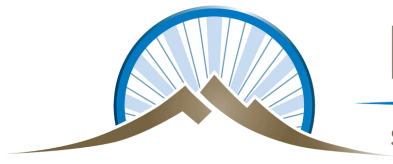
Students must receive parental consent prior to participating in sex education. The parental notification form shall clearly identify the topics and instructional materials for which parental permission is requested and shall provide parents sufficient time and information to understand the instruction their student may receive during sex education before providing or declining consent.

~~Promontory School honors parental rights to decline their child's involvement to participate in any of the discussions as described above. Your child will receive an alternative assignment of equal value and will not attend the regularly scheduled class on the day of this instruction. Your child will be provided a safe, supervised place within the school during this class. It will be his/her responsibility to report to the pre-arranged location, check in with the teacher or supervisor, and submit the completed assignment to the appropriate person.~~

~~Prior to returning the consent form, you can contact Promontory School to arrange a time to discuss the planned curriculum and review the materials.~~

EDUCATOR TRAINING

Educators responsible for sex education instruction shall complete training required by Utah law and R277-474. The Governing Board shall ensure required training is provided at least once during every three years of employment for educators subject to the rule.

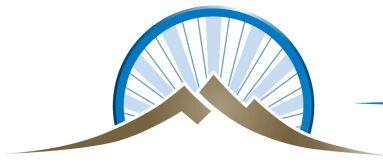


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COMPLAINTS AND RECORDKEEPING

Promontory School shall maintain a system for logging and tracking parent and community complaints and comments related to sex education instruction, including the disposition of complaints, and shall provide information to the State Superintendent upon request.



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ORGANIZATIONAL STRUCTURE OF GOVERNING BODY

Promontory School of Expeditionary Learning is a non-profit corporation located in Northern Utah. A Volunteer board of trustees will govern Promontory School of Expeditionary Learning.

BOARD OF TRUSTEES

A volunteer board of trustees will govern Promontory School of Expeditionary Learning. The initial number of the board is 5 but shall be no less than 5 and no more than 9, with an expectation of 7 as the desired usual. At least two of the voting members of the board must be a parent of a child currently attending Promontory School of Expeditionary Learning.

BOARD MEMBERS

The voting board members will elect the board offices of Chair, Vice-Chair, Treasurer and Secretary.

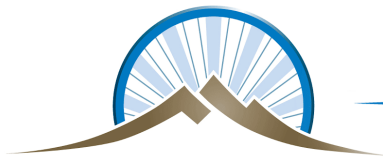
Election and Tenure

Board members shall be elected or reelected by a majority of the existing Board of Trustees at each June annual meeting. Board terms shall end on June 30th of the respective term.

~~The initial developmental board members (Those who joined the Board in the first year of the development of the school) may stay on the Board indefinitely as long as they desire, unless removed by a majority board vote, in order to maintain the original vision of Promontory School of Expeditionary Learning.~~

~~New board members shall not serve on the board for Board members shall serve no more than 2 three-year terms. After which, they may be re-elected to the Board only after at least a one year sabbatical.~~

Trustees serve as the voting members of the Board and are entrusted with guiding the school's governance and long-term direction. Trustees may serve up to two (2) consecutive three-year terms. Following the completion of two terms, Trustees take a minimum one (1) year sabbatical from Board service before being eligible for re-election, creating space for renewal, reflection, and new perspectives.



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Advisors serve alongside the Board in a non-voting capacity, offering insight, expertise, and continuity in support of the school's mission. Advisors are not counted toward quorum and do not exercise governance authority. Advisors may serve up to two (2) consecutive three-year terms and, similarly, take a minimum one (1) year sabbatical before being eligible for reappointment.

Time served as an Advisor shall not count toward Trustee term limits. Advisors may be invited to transition into a Trustee role at any time during their term, subject to Board approval, at which point they begin a new term as a Trustee. Time served as an Advisor does not fulfill the sabbatical requirement following Trustee service.

At least two of the board members must be a parent of a child currently attending the school.

Removal of Board Members

Any trustee who has 2 or more unexcused absences at board meetings and/or does NOT complete assignments regularly to the satisfaction of the Board, having been given due notice, shall be subject to removal if the remaining Board so deems by a majority vote. Regardless of the foregoing, any Trustee may be removed by a majority vote of the Board of Trustees whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice, if any, of the person so removed.

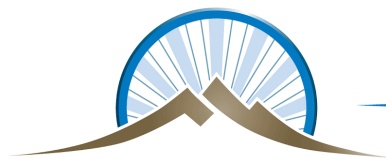
Requirements

In order to understand the mission of the school and make decisions in the interest of the school, each new voting member shall be required to review the Structures Policy thoroughly for complete understanding and attend/participate in other board directed training as applicable, [including but not limited to trainings regarding Expeditionary Learning, ethics, Governance vs Management, and role clarification](#). When possible, board members should actively participate in trainings offered by USCB and UAPCS, including yearly conferences.

Vacancies

Any trustee may resign at any time by giving written notice, either paper or electronic, to the chair of Promontory School of Expeditionary Learning. Such resignation shall take effect at the time specified therein, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The Board shall publicly announce the number of vacancies and consider nominations from parents and community at large.

Vacancies shall be filled by the affirmative vote of a majority of trustees then in office.



EXECUTIVE OFFICERS OF THE BOARD

Executive officers of the board include the Chair, Vice Chair, Treasurer, and Secretary. These positions are appointed by the current Chair. As stated in the bylaws, Officers need not be trustees of the corporation.

Chair

The chair shall, subject to the direction and supervision of the board of trustees:

1. preside at all meetings of the board of trustees;
2. see that all orders and resolutions of the board of trustees are carried into effect; and
3. perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

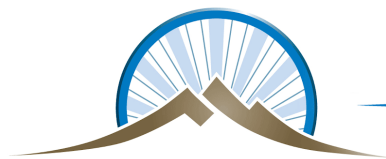
Vice-Chair

The vice-chair shall assist the chair and shall perform such duties as may be assigned by the chair or by the board of trustees. The vice-chair shall, at the request of the chair, or in the Chair's absence or inability to act, perform the duties of the chair and when so acting shall have all the powers of and be subject to all the restrictions upon the chair.

Treasurer

The treasurer shall:

1. ~~be the principal financial officer of the corporation and have the care and custody of all its funds, securities, evidences of indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Trustees;~~
2. ~~receive and give receipts and a quittance for moneys paid on account of the corporation, and pay out of the funds on hand all bills, payrolls and other just debts of Promontory Academy of whatever nature upon maturity;~~
3. ~~unless there is a controller, be the principle accounting officer of the corporation and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the chair and the board of trustees statements of accounts showing the financial position of Promontory School of Expeditionary Learning and the results of its operations;~~
4. ~~upon request of the board, make such reports to it as may be required at any time; and~~
5. ~~perform all other duties incident to the office of treasurer and other such duties as from time to time may be assigned to him/her by the chair of the board of trustees.~~



Treasurer

The Treasurer shall provide financial oversight on behalf of the Board of Trustees. The Treasurer's role is to support the Board's fiduciary responsibilities and provide an additional level of review and accountability. The Treasurer shall not be responsible for the School's day-to-day financial operations, which are delegated to the School's Finance Manager and designated administrative staff.

The Treasurer shall:

1. Review financial reports provided to the Board, including budgets, budget-to-actual reports, financial statements, and other relevant financial information;
2. Work with the Finance Manager and Director to ensure the Board receives timely and understandable information regarding the School's financial position;
3. Bring significant financial concerns, discrepancies, or risks to the attention of the Board;
4. Assist the Board in its review of the annual budget, financial reports, independent audit, and any corrective actions resulting from audit findings;
5. Provide financial oversight reports or recommendations to the Board as appropriate; and
6. Perform other governance-level financial oversight duties assigned by the Board.

The Treasurer shall not routinely process payments, maintain accounting records, reconcile accounts, or perform other day-to-day financial functions assigned to the Finance Manager or School administration. This separation of responsibilities is intended to maintain appropriate internal controls and independent Board oversight.

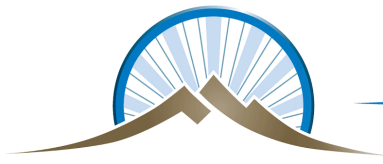
Assistant treasurers, if any, shall have the same powers and duties, subject to supervision by the treasurer.

Secretary

The secretary shall:

1. keep the minutes of the proceedings of the board of trustees and any committees of the board;
2. see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
3. be custodian of the corporate records and of the seal of the corporation; and
4. In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the chair or by the board of trustees.

Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary.



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ADVISORY BOARD

Promontory School of Expeditionary Learning shall have an advisory board. The advisory board shall be made up of parents, and experts in fields such as budget, education, law, etc. Advisory Board members shall serve two-year terms, with no limit to terms served consecutively and shall be elected or re-elected by a majority of the voting Board Members at each annual June meeting or as otherwise determined by the Board.

Advisory Board members shall serve an indefinite term and shall make an effort to attend as many board meetings as they are able. Advisory Board members may be removed at any time by a majority of Voting Board Members.



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Board Crews

The Board shall have power to set up special committees (called crews) that shall answer directly to the Board. These crews will generally be made up of Founding Members (those who will make a significant contribution to the development of the school) and be a crucial part of the implementation plan during the planning year before the school opens. These crews may include Procurement, Special Education, Technology, Marketing, Grants, Donations, Partnerships, etc.

Parent Crews/ Parent Advisory Crew

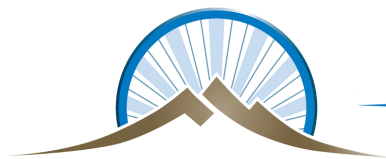
A parent advisory crew will be made up of 3-5 parent volunteers who will oversee the forming of and the operating of parent crews. They will make sure each parent of the school has the opportunity to be assigned to a parent crew. Parent crews will assist the Board and school administration in overseeing such things as playground equipment, transportation, records, newsletters, fine arts, exhibition night, fundraising, grants etc.

Parent Liaison

From the parent crew, a single parent will be nominated (by the parent advisory crew) [and approved \(by the executive committee\)](#) each school year to be the Parent Liaison. [At the invitation of the Board Chair](#), this person will become a non-voting ~~member of the Governing Board and will attend Board meetings~~ as a representative of The Parent Crew of Promontory School of expeditionary learning. The Parent Liaison will have the dual role of communicating to parent crews the needs and desires of the Governing Board, as well as being available to work with parents who wish their own concerns to be heard at Board meetings. He or she will bring any concerns, requests, and comments from parents and parent crews to the board. While all parents are invited to attend open Board meetings, it can be helpful to parents to have an advocate sitting on the Board as well.

Board Meetings

[The Governing Board conducts its meetings in accordance with the Utah Open and Public Meetings Act and in a manner that promotes transparency, thoughtful deliberation, and responsible stewardship of the school. Board meetings provide a structured forum for trustees to discuss school matters, receive information, and make decisions in the best interest of the Promontory School of Expeditionary Learning community. In their work, trustees seek to model the same culture of collaboration, responsibility, and commitment to excellence that the school strives to cultivate in its students.](#)



Regular Meetings

The Governing Board will hold regular meetings at least ten (10) times each year. The Board will establish and publish an annual meeting schedule in accordance with the Utah Open and Public Meetings Act.

Notice of regular meetings will be provided to Board members at least one week in advance. Public notice and meeting agendas will be posted at least 24 hours prior to the meeting as required by state law. Notices and agendas will be posted on the school website and on the Utah Public Notice Website.

An annual meeting of the Governing Board will be held each year in June.

Regular meetings may be cancelled or rescheduled when necessary, provided that proper public notice is given in accordance with the Utah Open and Public Meetings Act.

Members of the Governing Board will review the Utah Open and Public Meetings Act on an annual basis.

Special Meetings

Special meetings of the Governing Board may be called by the Board Chair or, in the Chair's absence or unavailability, by the Vice Chair. A special meeting may also be called upon the request of a majority of the seated members of the Governing Board. The person calling the meeting will provide proper notice and may determine the place, date, and time for the meeting.

The purpose of the special meeting will be stated in the meeting notice and agenda, and Board action will be limited to the items listed on that agenda. All special meetings will comply with the requirements of the Utah Open and Public Meetings Act.

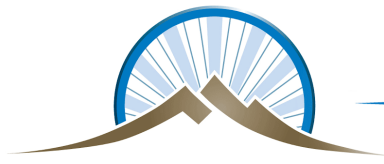
Board business may only be conducted during properly noticed meetings of the Governing Board, and trustees shall not deliberate or make decisions outside of those meetings in a manner that would violate the Utah Open and Public Meetings Act.

Emergency Meetings

In the event of an emergency or urgent matter requiring immediate Board action, the Board Chair may call an emergency meeting of the Governing Board. The Board will provide notice of the emergency meeting as soon as practicable and in accordance with the Utah Open and Public Meetings Act.

Only matters related to the emergency may be considered at an emergency meeting.

Closed Sessions



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Board meetings will remain open to the public unless a closed session is convened by a majority vote of members present for reasons permitted by state statute. Closed sessions will comply with the requirements of the Utah Open and Public Meetings Act and will be limited to Governing Board trustees unless the Board Chair determines additional individuals are needed for the matter under discussion.



TEST ADMINISTRATION POLICY

Policy for administration of all state mandated tests administered in an ethical manner:

Promontory School of Expeditionary Learning will perform all mandated state tests. Proper ethical conduct will be followed during the administration of each test for all students. Every test will be administered according to its individual testing procedures and instructions.

PURPOSE

Promontory School of Expeditionary Learning is committed to administering all required statewide assessments in a fair, secure, standardized, and ethical manner in accordance with Utah law, Utah State Board of Education rules, and applicable assessment administration procedures.

The purpose of this policy is to establish expectations for statewide assessment administration, testing ethics, assessment security, staff training, student participation, parental rights, accommodations, and reporting of testing irregularities.

GENERAL POLICY

1. Promontory School shall administer all required statewide assessments to students enrolled in the applicable grade level or course, except as otherwise provided by law, including parental exclusion from testing and student participation decisions made by an IEP, Section 504, or English Learner team.
2. Statewide assessments shall be administered within the testing windows established by the Utah State Board of Education and in accordance with the applicable Test Administration Manual, the Standard Test Administration and Testing Ethics Policy, R277-404, and other applicable state and federal requirements.
3. All employees, assessment administrators, and proctors involved in statewide assessment administration shall maintain the security, validity, reliability, and integrity of the assessment process.

ASSESSMENT ADMINISTRATION PLAN

1. Promontory School shall annually develop and implement a plan for the administration of statewide assessments as required by R277-404.
2. The assessment administration plan shall include:



- a. Dates for administration of each statewide assessment;
 - b. Required professional development and training;
 - c. Training regarding assessment administration ethics and security; and
 - d. Procedures necessary to ensure appropriate administration of statewide assessments.
3. The School shall provide required assurance to the State Superintendent that the requirements of its assessment administration plan have been met.
 4. If Promontory School requires testing dates outside the testing schedule established by the State Superintendent, the School shall submit an alternative testing plan in accordance with R277-404.

TRAINING AND STAFF RESPONSIBILITIES

1. At least once each school year, Promontory School shall provide required professional development for educators, administrators, assessment administrators, and proctors concerning statewide assessment administration, testing ethics, assessment security, and proper professional practices.
2. Training shall be based upon the current Utah State Board of Education Standard Test Administration and Testing Ethics Policy and applicable Test Administration Manuals.
3. Each educator, assessment administrator, and proctor involved in statewide testing shall complete required training and individually sign the acknowledgment or assurance required by the State Superintendent before administering or proctoring a statewide assessment.
4. Only appropriately trained and authorized individuals may administer or proctor statewide assessments.

TESTING ETHICS AND SECURITY

1. Employees, assessment administrators, and proctors shall strictly follow all applicable testing procedures, instructions, scripts, security requirements, and Test Administration Manuals.
2. Protected assessment materials, assessment questions, student responses, testing tickets, scratch paper, and other protected testing materials shall be handled, stored, collected, returned, or destroyed as required by the applicable assessment procedures.
3. Employees, assessment administrators, and proctors shall not:
 - a. Provide students with answers or inappropriate assistance;
 - b. Reword, clarify, alter, or otherwise improperly assist students with assessment questions;
 - c. Change or alter a student's response;
 - d. Allow unauthorized resources or assistance during testing;



- e. Copy, reproduce, photograph, distribute, retain, or disclose protected assessment content;
 - f. Provide instruction based upon specific secure assessment questions or content;
 - g. Submit falsified assessment information or data;
 - h. Administer an assessment outside the authorized testing window unless properly approved; or
 - i. Knowingly engage in any action that compromises the security, validity, reliability, or fairness of an assessment.
4. Electronic devices capable of accessing unauthorized content or copying, photographing, or distributing assessment materials shall be inaccessible to students during testing as required by applicable testing procedures. Necessary health and safety devices shall remain available to students when needed.

STUDENT ACCOMMODATIONS

1. Students shall receive allowable assessment accommodations as determined by the student's IEP team, Section 504 team, or English Learner team and consistent with the current Utah Participation and Accommodations Policy.
2. Assessment accommodations shall be provided in accordance with applicable state and federal law and assessment administration requirements.
3. Staff shall not provide accommodations, modifications, assistance, or resources during statewide testing that are not authorized for the student or assessment.

R277-404 specifically recognizes participation/accommodation decisions by IEP, EL, and Section 504 teams.

PARENTAL EXCLUSION FROM STATEWIDE ASSESSMENTS

1. Promontory School recognizes the right of a parent to exempt their student from a statewide assessment as provided by Utah law and R277-404.
2. A parent seeking to exempt a student shall submit the applicable State or School parental exclusion form consistent with R277-404.
3. Promontory School shall not penalize a student because the student's parent has exercised the right to exempt the student from a statewide assessment.
4. The School may contact a parent to verify submission of a parental exclusion form but shall not require the parent to meet with a teacher, administrator, or other employee as a condition of exercising the right to exclude the student.
5. A student who is exempted from a statewide assessment and is in attendance during testing shall be provided an alternative learning experience.



6. A student's exemption from a statewide assessment shall not, by itself, prohibit the student from enrolling in an honors, advanced placement, International Baccalaureate, or other applicable course as provided by law.
7. The School shall not provide a nonacademic reward to a student for participation in or performance on a statewide assessment. Academic incentives may be provided only as permitted by Utah law and R277-404.

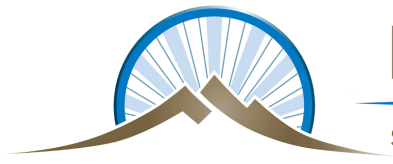
TESTING IRREGULARITIES AND VIOLATIONS

1. Any employee, assessment administrator, proctor, or third-party proctor who becomes aware of a testing irregularity, security breach, or suspected testing ethics violation shall promptly report the concern to the School Director or designated School assessment coordinator.
2. The Director or designee shall investigate, document, and report testing irregularities or violations as required by Utah law, Utah State Board of Education rule, and applicable assessment procedures.
3. Employees shall cooperate with investigations and corrective actions relating to assessment administration or security.
4. Violations of testing ethics, security requirements, or assessment administration procedures may result in corrective or disciplinary action and may be reported to the Utah Professional Practices Advisory Commission or Utah State Board of Education when required by law.

ASSESSMENT RESULTS AND STUDENT PRIVACY

1. Promontory School shall maintain assessment information in accordance with applicable student privacy, records, and data-governance requirements.
2. Individual student assessment results shall be provided to the student's parent or guardian consistent with applicable law.
3. Statewide assessment results shall be provided and used in accordance with Utah State Board of Education requirements.
4. Promontory School shall not publicly release statewide assessment data before release is authorized by the State Superintendent.
5. Assessment results may be used by educators to inform instruction, identify student needs, evaluate programs, and support continuous school improvement consistent with applicable law.

ADMINISTRATION

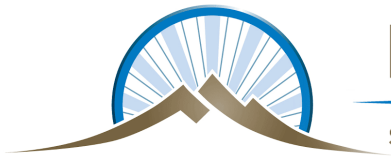


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The Director or designee shall establish administrative procedures, annual testing plans, staff training, testing schedules, security procedures, parental exclusion procedures, and other practices necessary to implement this policy and comply with applicable state and federal requirements.

If this policy conflicts with subsequently enacted state or federal law or Utah State Board of Education rule, controlling law or rule shall govern.



RESPONSIBILITY & RESTITUTION FOR DAMAGED, LOST, OR UNRETURNED SCHOOL PROPERTY POLICY

PURPOSE

At Promontory, we share materials, tools, technology, and learning spaces so all students can participate fully in hands-on, expeditionary learning. These resources belong to our whole community. We recognize that wear, tear, and even accidents are a normal part of an active K–8 school.

This policy promotes respect for school property and establishes clear procedures for repairing, replacing, or reimbursing damage caused by employees, students, families, or other community members.

DEFINITIONS

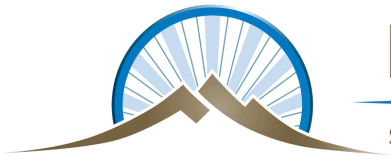
- **School Property:** Equipment, materials, technology, furniture, keys/badges, and other assets owned or controlled by the School. This includes, but is not limited to:
 - Technology (Chromebooks, laptops, tablets, chargers, TVs, projectors)
 - Reading materials, library books, and classroom materials
 - Musical instruments, PE equipment, expedition and field gear
 - Furniture, tools, lab and art supplies
 - Keys, badges, access cards, and other issued equipment
 - Digital resources maintained for school purposes
 - Work products created by employees within the scope of their employment
- **Responsible Party:** The person who caused the damage or loss. If the responsible party is a student under 18, the parent/guardian or other liable adult may also be considered responsible.
- **Restitution:** Compensation to the School for the repair, replacement, or cost of school property that is damaged, lost, misused, or not returned.

POLICY

Property Management

School administration shall establish reasonable systems and procedures for cataloguing school property, tracking conditions, and documenting issuance to individuals.

Responsibilities



All members of the Promontory community are expected to:

- Use school property safely and as intended
- Follow guidance for proper handling and storage
- Return borrowed or issued items when requested
- Report damage, loss, or malfunction promptly

Reporting an accident in good faith will **not** result in discipline by itself, but restitution may still be required. Early communication helps resolve issues collaboratively.

Employees:

- Are entrusted with school equipment and materials to perform their roles.
- Must safeguard and return all issued property.
- Accidental damage during reasonable job duties is handled with understanding and review.
- If significant loss, damage, or non-return occurs due to negligence or misconduct, restitution may be required.
- Any payroll deduction for restitution shall occur **only** with written authorization or through lawful process in compliance with Utah wage laws.
- Employees separating from employment are expected to return all school property prior to their final workday.

Assessment & Due Process

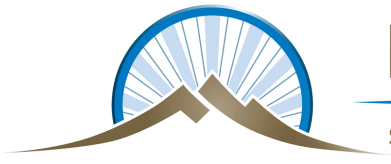
The school will ensure **fair and consistent procedures** to protect the rights of all responsible parties. Before determining responsibility or restitution, individuals will:

1. Receive written notice describing the damage or loss and estimated cost.
2. Have an opportunity to share their perspective or explanation.
3. Receive a thoughtful review of all available information before a determination is made.
4. Be notified in writing of the school's final decision and any restitution requirements.

Determining Restitution

When restitution is needed, the school will assess the condition, date, and estimated cost of repair or replacement. Restitution may involve:

- Repair of the item (if feasible)
- Replacement at current replacement cost



- Payment of restitution equal to documented repair or replacement cost

Documentation (invoice, estimate, or school records) will be provided to the responsible party. Restitution requirements are applied equitably and may be modified to account for accidental damage or hardship.

Restitution Options

Reasonable options may include:

- One-time payment
- Payment plan arranged with the school
- Community service
- Acceptance of insurance proceeds (if applicable)

For students and families, restitution will not prevent access to instruction. Families experiencing financial hardship are encouraged to contact the school to explore solutions confidentially.

For employees, any payroll deduction related to restitution will only occur through lawful process.

If restitution is not resolved after reasonable communication, the school may use standard collection processes available under law, with legal action considered a last resort.

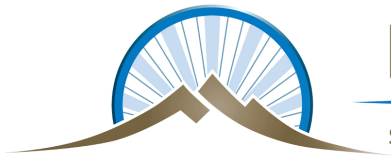
Limitations of School Liability

While Promontory provides materials, equipment, and learning environments, the school cannot assume responsibility for personal property brought onto school grounds or to school events by students, staff, or visitors. This includes, but is not limited to: personal electronics, clothing, instruments, toys, or sports equipment.

Additionally, the school is not responsible for vehicles, transportation, or actions of parents, guardians, employees, or volunteers when providing transportation for school activities. Families, employees, and volunteers are expected to maintain appropriate insurance coverage and follow all applicable safety regulations when transporting students.

Employee-Created Materials

Materials created by employees within the scope of their employment are considered school work product. Promontory may retain, modify, reproduce, distribute, and continue to use such materials. This



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includes materials created using school time, resources, systems, equipment, or confidential school information for the purpose of carrying out an employee's assigned responsibilities.

Substantive materials and work products created by employees within the scope of their employment at Promontory for school use, such as curriculum, instructional resources, procedures, systems, or operational documents, are school property and must remain accessible to Promontory, during and after employment. Employees may not intentionally delete, destroy, withhold, remove, or retain the sole copy of substantive school-related materials or records necessary for continued school operations.

Employees should maintain school-related materials in designated school systems or locations and return or transfer all school property upon request or separation from employment.

Employees may retain personal copies of appropriate professional materials for their records or portfolios, provided that such copies do not include copyrighted or licensed materials for school use, confidential information, or student records.



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DUAL ENROLLMENT POLICY

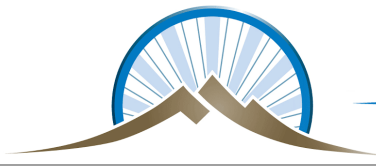
PURPOSE

Promontory School of Expeditionary Learning recognizes that Utah law provides opportunities for students enrolled in a home school or private school to participate in public school courses, co-curricular activities, and programs through dual enrollment.

The purpose of this policy is to establish requirements for dual enrollment at Promontory School consistent with Utah law, Utah State Board of Education rules, Promontory School's charter, enrollment capacity, and school policies.

DUAL ENROLLMENT

1. A student who is enrolled in a regularly established private school or home school may request enrollment at Promontory School for dual enrollment purposes.
2. Because Promontory School is a charter school and is not a student's "resident school" as defined by R277-438, acceptance of a private school or home school student for dual enrollment at Promontory is subject to the discretion of Promontory School and applicable Utah charter school enrollment requirements.
3. Promontory School may allow an eligible private school or home school student to enroll in one or more available courses or programs on a part-time basis, subject to:
 - a. Available capacity;
 - b. Promontory School's charter and enrollment requirements;
 - c. Administrative scheduling;
 - d. Course or program availability;
 - e. Appropriate grade-level placement;
 - f. Applicable eligibility requirements; and
 - g. Utah law and Utah State Board of Education rules.
4. Acceptance for dual enrollment does not guarantee placement with a particular teacher, Crew, class period, course, program, schedule, or activity. Scheduling and placement shall remain subject to administrative scheduling, teacher discretion where applicable, available capacity, and the educational and operational needs of the School.



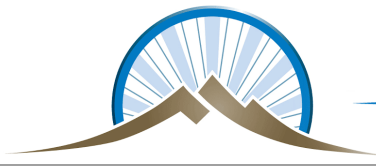
STUDENT PARTICIPATION AND EXPECTATIONS

1. A dual enrollment student may participate in approved courses, co-curricular activities, or programs for which the student is enrolled and eligible, subject to the same applicable rules and requirements as a full-time Promontory student participating in the same course, activity, or program.
2. While attending Promontory School or participating in a Promontory-sponsored activity, a dual enrollment student is subject to the same applicable:
 - a. Student conduct and discipline requirements;
 - b. Attendance and tardy requirements;
 - c. Academic and classroom expectations;
 - d. Safety requirements;
 - e. Technology and electronic-device requirements; and
 - f. Other applicable school policies and procedures as a full-time Promontory student.
3. Dual enrollment students are expected to attend consistently during the portions of the school day, courses, programs, or activities for which they are enrolled.
4. Dual enrollment shall not require Promontory School to create a new course, alter an established class or school schedule, provide individualized scheduling that substantially disrupts school operations, or exceed available program or enrollment capacity.

ENROLLMENT AND STATE FUNDING

ENROLLMENT AND STATE FUNDING

1. A student accepted for dual enrollment at Promontory School shall be appropriately enrolled and reported in accordance with Utah law, Utah State Board of Education rules, and applicable pupil-accounting requirements.
2. A dual enrollment student is considered a student of Promontory School for purposes of state funding **only to the extent of the student's participation in programs or instruction provided by Promontory School.**
3. Promontory School shall claim membership only for the courses, subjects, instructional periods, or educational services actually provided by Promontory School. **Part-time enrollment shall be reported and prorated in accordance with applicable Utah pupil-accounting requirements.**
4. Promontory School shall not claim membership or state funding for the portion of a student's educational program provided through home school, private school, or another educational provider.



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5. Dual enrollment does not constitute full-time enrollment at Promontory School unless the student is enrolled in and receiving the instructional time required for full-time membership under applicable Utah law and Utah State Board of Education rule.

FEES

1. Dual enrollment students shall be subject to applicable student fees associated with the course, activity, or program in which the student participates to the same extent permitted by Utah law.
2. Fee-waiver eligibility and procedures shall be administered in accordance with Utah Code, R277-407, R277-438, and Promontory School's fee and fee-waiver policies.
3. A qualifying dual enrollment student shall receive applicable fee waivers as required by law.

STUDENTS WITH DISABILITIES

1. A dual enrollment student with a disability may participate in dual enrollment consistent with federal law, Utah law, Utah State Board of Education rules, and Promontory School's special education policies and procedures.
2. When Promontory School enrolls an eligible dual enrollment student with a disability, the School shall fulfill its applicable responsibilities under the Individuals with Disabilities Education Act (IDEA), R277-438, and the Utah State Board of Education Special Education Rules.
3. When required by law, an IEP shall be developed prior to the student's participation in dual enrollment using procedures comparable to those required for identifying and evaluating public school students.
4. A student with a disability participating through dual enrollment is entitled to services for the time or number of courses for which the student is enrolled at Promontory School, based upon the decision of the student's IEP team.
5. Decisions concerning the scheduling and manner of special education and related services provided during the student's enrollment at Promontory School shall be made



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by the appropriate Promontory School personnel and IEP team consistent with applicable law.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

1. Participation in co-curricular activities shall be governed by the dual enrollment provisions of R277-438.
2. Participation by home school or private school students in extracurricular activities shall be governed by Utah Code and R277-494.
3. Eligibility for an activity may be subject to applicable age, academic, residency, participation, association, School, and other eligibility requirements established by law.

ADMINISTRATION

The Director or designee shall establish procedures necessary to administer dual enrollment requests, determine available capacity and scheduling, maintain appropriate student records, calculate membership, coordinate services, and ensure compliance with applicable Utah law and Utah State Board of Education rules.

Nothing in this policy shall be interpreted to provide a private school or home school student a right to enrollment at Promontory School beyond the rights provided by Utah law, Utah State Board of Education rule, Promontory School's charter, and applicable enrollment requirements.

If this policy conflicts with subsequently enacted state or federal law or Utah State Board of Education rule, controlling law or rule shall govern.