



Lakeview Academy Board of Trustees Meeting
April 7, 2011

527 West 400 North Saratoga Springs Utah

(all times listed are approximate and the board reserves the right to vote on any item on the agenda)

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| I. | Roll Call | 5:30 |
| II. | Executive Session | |
| | 1. Questions about the agenda | |
| III | Meet and Great | 6:00 |
| | 1. Come and meet Mr. Johnson. This will be an informal setting with light refreshments. | |
| IV. | Welcome to General Session | 7:00 |
| V. | Pledge of Allegiance | |
| VI. | Board Business | |
| VII. | Charter/Governance Training | 7:10 |
| | 1. Vision 20/20 | |
| VIII. | Public comment not related to items on the agenda, each comment is limited to two minutes. | 7:30 |
| VIX. | Action Items | 8:00 |
| | 1. The Task Force Proposal | |
| | 2. Family Handbook | |
| | 3. Employee Handbook | |
| | 4. Academic Calendar 2011-2012 | |
| X. | Reports | 9:00 |
| | 1. Director Reports | |
| | 2. Board Reports | |
| | 3. State Reports | |
| | 4. Financial Reports | |
| XI. | Consent Agenda | 9:10 |
| | 1. Lakeview Academy February 2011 Financials | |
| | 2. Charter Solutions Contract Amendment | |
| XIV. | Executive Session Continued | 9:15 |
| XV. | New Business | 9:55 |
| XVI. | Adjourn | 10:00 |

Lakeview Academy Board Meeting
Public Comment and Pattern of Formality Guidelines

The following are guidelines that were taken from Robert's Rules of Order and modified to assist the Lakeview Academy Board in running efficient meetings:

Public Comment

1. During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and limit your comments to two minutes.
2. After an item has been introduced and debated by the board, the President will call for Public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
3. To maintain order, if someone from the public is out of order, the President will verbally counsel them by calling, "point of order."

Order of Debate

1. The item will be introduced by the sponsor if the sponsor is not present then the President will assign someone to do the introduction.
2. Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The President will then open the item up for Public Comment following the directions in public comment section 2.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, "I move that..." if it is long, it should be prepared in writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the President asks is their any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the President may open it up to further board comment if necessary.
8. The President will then call the question and take a vote on the item.
9. The President announces the vote.

Pattern of Formality

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or though him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breeches Robert's Rules or for example speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say, "Point of Order" The President would acknowledge the person and they would say what breech occurred. The President would then say "the point of order is well taken" or if unfounded, "the point of order is not well taken."

Welcome

Welcome to Lakeview Academy. We are a tuition free public charter school serving children kindergarten through 9th grade. We are accredited through the Northwest Association of Accredited Schools; our teachers are licensed by the State of Utah Board of Education.

Our school administration, faculty and staff will work hard to provide your student with an outstanding year of learning. We know all students will find Lakeview Academy the ideal, caring environment in which to further their education. Every elementary classroom has an aide and an overall ratio of 1 adult per 7 children with a limit of 25 students per classroom.

At Lakeview Academy, we believe that all students are unique individuals with special needs, and require differentiated individual attention. We believe that education should be individualized so each student can maximize his/her learning potential. It is the intent of Lakeview Academy administration, through implementation of its well-developed charter, and to the best of its ability to meet the needs of each student individually no matter what the needs or current level of academic performance.

Lakeview Academy offers opportunities for every student through a variety of academic classes and enrichment activities. Our faculty continually seeks opportunities to increase their abilities to meet the needs of all students. Besides offering differentiated instruction and individual interventions our faculty members are endorsed in the Gifted and Talented program. We look forward to an exciting school year as we help students meet their personal and academic goals.

Our

Mission

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

- **Capable.** A student who is knowledgeable, inquisitive, and an open-minded problem solver.
- **Confident.** A student who is able to approach situations with courage, integrity and a strong sense of self-worth.
- **Contributing.** A student who is caring, responsible and proactive in his/her family and community.

Philosophy

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the “basics” to establish successful, lifelong learning. We also believe that the school environment should be well rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

- Communication- reading, writing, speaking, and listening
- Reasoning- mathematics, science, and technology
- Culture- history, art, music, and foreign language
- Personal Development- study skills, character development, social skills, and community service

Disclaimer

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, teacher, or a member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Parents and students agree to abide by any additional policies as they are made known. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Parents will be notified via email if changes are made. The most current version of the policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Parents and students have the responsibility to read the handbook, become acquainted with its contents, and to abide by the policies as stated.

Family Handbook

Tips for a Successful School Year

- Talk to your child's teacher frequently. Together, you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework. (See Homework Policy)
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior such as walking in the hallways.
- Help your child learn his/her address and telephone number.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep and a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.

Outside activities will take place when the weather permits, so please dress your child according to the weather. A note from you will be required if your child should remain inside because of a physical condition. For a complete list of school policies please see the website.www.lakeivew-academy.com

The ABCS of Lakeview Academy

A

Absence

Be sure to contact the school, by 10:00 a.m., whenever you know your child will be absent. The school phone number is (801) 331-6788. For your information, the following procedures are followed.

- A student is marked absent-excused when Lakeview receives a phone call or note from a parent verifying the child's absence for an excusable reason.
- A student is marked absent-unexcused if the school has been given no reason for the absence.

Allergy

Lakeview Academy cannot guarantee an allergy free environment.

Arrival and Dismissal

Students may enter the building no earlier than 30 minutes before school begins (7:30 a.m.). Students **MUST** be picked up at the end of the school day by 3:15 p.m. In the event of an emergency, parents should call the school by 2:15 p.m. and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make calls for last minute changes in plans for such things as play dates. Parents/Guardians who leave their children at school past 3:15 p.m. without making emergency arrangements **will** be assessed a fee as follows: \$10 after 3:15 p.m., \$15 after 3:45 p.m., and \$20 after 4:00 p.m. After 4:00 p.m. it is up to the discretion of the Director to contact the proper authorities. This fee also applies to extra-curricular activities: 30 minutes past due \$10.00 and 1 hour past due \$20.00. If at all possible, please refrain from checking your student out after 2:00 pm. Early checkout is not an appropriate way to avoid carpool lines. If you have a situation that requires additional flexibility, please address your concerns with the administration.

Attendance Lakeview Academy believes that school attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunity, a student must have consistent, punctual, daily attendance. Regular attendance

and participation in class is essential for students to be successful and prepare themselves for the best quality of life. It is primarily the responsibility of the student to achieve daily punctual attendance as directed by the Utah Compulsory Education Act, Utah Code 53A-11 (101-105) and Administrative Rules R277-4.8 and 607. Parents /Guardians and school officials share a responsibility to make earnest and persistent efforts to ensure regular school attendance. A parent or guardian is always welcome and is encouraged to visit our on-line parent portal or to call the school for current attendance and academic information regarding his/her student.

In order to support parents, students and administration in the earnest and persistent efforts in maintaining proper school attendance, the following guidelines are set forth:

- 1) Students are expected to attend class, on time, every day unless properly excused by a parents or guardian.
- 2) Teachers are expected to take daily attendance and maintain current attendance information.
- 3) Administrators are expected to provide parents in writing a copy of the school attendance policy.
- 4) Parents are expected to inform the front office and/or student's teacher(s) if the student will not be at school that day.
- 5) At the beginning of the year when a new term or semester course starts, teachers are expected to issue in writing to parents disclosure documents that outline specifically the attendance and class participation guidelines of their class. It may include, but is not limited to how attendance will affect the student's grades as well as how make-up work will be handled in their classroom. This document will also be available on the teacher's web-site.
- 6) Administration is expected to ensure that accurate and up-to-date attendance information is available to parents on-line through our parent portal and at the front office.

- 7) Teachers are expected to contact the parent and/or guardian, using two forms of communication (i.e. phone call with a follow-up email) after three consecutive student absences.

- 8) In all cases of absence, including suspension and truancy, students will be required to make up work if assigned by the teacher. This would include, but not limited to tests, quizzes, papers, daily assignments, projects or other course work. A student's grade may be affected by participation as outlined in the teacher's disclosure documents.

- 9) Excuses for absences typically include an illness, a family death, an approved school activity, an absences approved by the child's IEP or other accommodation plan, or any other excuse as established by the school administration.

- 10) Administration, teachers, parents, and students are expected to adhere to the guidelines and procedures as outlined in this policy.

Lakeview Academy has identified excessive absenteeism as 15 days per year (excused or unexcused) or significant portions of a day or class period(s). The school is committed in making a substantial effort in resolving attendance problems with the parents/students at the school level. The school will implement and document these earnest and persistent efforts in resolving a student's attendance problems by following these procedures:

1. Annual notification of the school attendance policies shall be provided to the parent/guardian(s) of all students at the time of registration.
2. Following the 5th absence in a year or in a given class/period, the teacher may again make a "personal contact" with the parent/guardian(s) . If deemed necessary by the circumstances, a meeting may be held with the parent/guardian and teacher and /or a letter may be sent home. At the meeting or in the letter, the parent/guardian and student will be provided information about the importance of school attendance and the legal implications of truancy. If necessary, part of the information provided shall include possible interventions to improve attendance. Administration and/ or teachers will document the date, time and method of communication for all interactions with parents regarding attendance

3. Following the 10th absence in a school year or in a class, the Director may contact the parent(s)/guardian(s) to set up a meeting. School officials shall document or keep log entries of the time, place, etc. of this meeting. One or all of the following steps may be applied in this meeting.

- A. Discuss the reason for excessive absences.
- B. Develop a contract (attendance improvement plan) with parents and students.
- C. Discuss make-up work, remediation, summer school, etc.
- D. Request doctor's verification with specific dates for absences due to illness.
- E. Indicate that other agencies (DCFS) or law enforcement personnel may be notified if attendance doesn't improve, including a "no judicial" referral to Juvenile Court or contacting DCFS.
- F. The parents will also be given a copy of Utah State Law 53A-11-101 and 103.

4. Following the 15th absence in a given school year or class/period, a letter shall be sent and the parent/student shall be notified that the student has been excessively absent/truant and a "non-judicial" referral to juvenile authorities consistent with Section 53A-11-104 (6) shall be made by the individual designated by the school. Contact to DCFS for Elementary students may be made.

5. If the student's absenteeism still continues beyond the 15th absence after the "non-judicial" juvenile court referral, the school shall then make an "official" referral to the Fourth District Juvenile Court and /or DCFS.6. The parent(s)/guardian(s) shall have the right to due process and have the right to appeal circumstances in regards to excessive absences and /or truancies, or possible court referral to the Board of Trustees. Parent(s)/guardian(s) have fifteen calendar days from the dated school notification (by mail or personal contact) to make an appeal.

7. Students who are absent for 10 consecutive days without communicating to the school the reason for the absence will be un-enrolled from the school records.

Prearranged Absences.

1. In an effort to promote and maintain a school culture that values excellent educational opportunities that exist during school hours; Lakeview strongly recommends and encourages families to plan vacations and outings in conjunction with our school holidays, thus ensuring that students are in school as often as possible. We are aware that occasionally circumstances may arise when parent(s) need to request that their child be excused from school for purposes other than illness, medical appointments, family emergencies, or death of a family

member or close friend. These extended absences, longer than three (3) days, should be prearranged. An extended absence can be prearranged if the parent(s) contact the school administration and student's teacher(s) in writing or email at least three (3) days prior to the event allowing enough time for the school administration, parent/guardian and teacher to collaborate to define the absence and provide reasonable make-up opportunities. The student is then responsible to complete and turn in the assignments in the agreed upon time frame. At the discretion of the administration, this collaboration process may be delegated to be handled strictly between the teacher and parent/guardian. Should this process for prearranging absences not be followed, the absences will be counted as unexcused and consequences, if any for those unexcused absences may apply.

B

Becoming Ill at School

If a student becomes ill at school we will attempt to contact the parent or guardian. In the event that a parent cannot be reached, we will defer to the emergency contact list on file. In the event of a more serious emergency such as a suspected broken bone, if the parent is unavailable, the paramedics will be called. For life threatening situations, 911 will be contacted before attempt to contact parents/guardians. Lakeview Academy administration and staff members are not permitted to transport students

Birthdays

Parents may recognize their child's birthday at the end of the school day (2:00 pm). Prior notice to the teacher is required and appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

C

Cafeteria

Lakeview Academy is pleased to offer nutritious meals to our students. Breakfast is available daily from 7:30 am – 8:00 am Monday thru Friday for \$1.00 per student. Lunch is available daily beginning at 11:00 thru 12:45 for \$2.10 per student. Adult meals are available for

purchase for \$2.65. Students qualifying for the Federal free and reduced program will pay \$.30 for breakfast and \$.40 for lunch.

In order to provide this service, we ask that each family keep their account current. Students with no money in their lunch account will only receive milk and crackers at the cost of \$.40 until the family credit limit has been reached. The limit for each student is \$4.00. Lakeview Academy will not serve students breakfast or lunch on credit during the last two weeks of school.

Monthly lunch menus can be found at www.lakeview-academy.com

Calendar

The academic school year calendar is available on our web site. Additionally, a monthly calendar is available on the web site. This calendar lists all committee meetings and special events. Any changes to the calendar must be submitted to the front office for posting. The Board of Trustees must authorize changes in school days.

Canceled/Bounced Checks

Checks sent for payment of expenses are subject to a \$25.00 bounced/returned check fee or the maximum allowed by law and may be subject to collections.

Character Education

Lakeview Academy will reinforce the school mission of developing Capable, Confident, and Contributing students through the character education program. Positive character education will be taught through stories, role-play and teamwork exercises, service projects, and reflection activities with a strong emphasis on study of historic and everyday heroes. The school wide character education program is the "Character Counts" produced by Josephson Institute. Through this program we address the 6 pillars of character which are: Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship

Cheating

See Lakeview Academy Code of Conduct and Discipline Policy

Check-in and Check-out Procedures

If a student will be arriving more than fifteen minutes late (after 8:20 a.m.) the supervising adult must personally escort and sign the student in at the front office. If it is necessary for a student to leave school during the school day, a parent/guardian or designated person listed as an emergency contact must sign the child out at the front office. In the interest of student safety, please be ready to show photo identification when requesting to have contact with a student.

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, allergies etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted in the registration packet in the appropriate space provided. Pursuant to the Utah State Law, some medical conditions may require parents to provide additional information. If your child suffers from a medical concern, please contact the office immediately so we can be prepared to respond appropriately if a situation arises.

Closing of School

If the school is to be closed or delayed due to storms, road conditions, etc., detailed information will be available on our website (www.lakeview-academy.com). Information will also be emailed via our parent information system and a recorded message will be available on the phone system at the school when possible. The recorded message can be reviewed by dialing 801-331-6788.

Clubs/Organizations

After school clubs and programs are available and are offered as student interest and needs arise. These programs are provided by individuals who are fingerprinted and background checked before they are allowed to interact with our students. Volunteers are crucial to student success and such programs are organized to meet the varied interest of the students.

Students staying after school for enrichment, academic support, clubs, or other activities are required to sign in with the sponsor. The sponsor of the organization is responsible for the student until the parent/guardian picks up the child. ***Clubs or other events that begin after 3:15 require the student to be picked up from school and returned at the designated start time of the club/event.*** Students wishing to participate in after school programs are responsible to provide their own transportation to and from such activities. Parents must be prompt in

picking their children up from such activities. *Students who are consistently late being picked up or who are left unattended after school waiting for a club, practice or other event to begin may lose the privilege of participation and or be charged a late pick up fee.* (see arrival & dismissal). For more information on school clubs/organizations please see the extracurricular policy, and the extracurricular participation policy.

Cold Weather

Since fresh air and exercise are two very important aspects of a healthy life style, elementary students are taken outside each day. If the teacher determines that the weather is inclement, students may have indoor recess. In addition, all students K through 9th grade will have outside physical education activities at the teacher's discretion. Students must dress appropriately.

Community Service/Outreach Programs

Service learning is a fundamental dimension of the Lakeview experience. Students will participate in individual and grade level service projects throughout the school year. Parents who are aware of service opportunities in our community are encouraged to tell their student's teacher(s).

Confiscated Items

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and must pick up the item from the school office. Any item confiscated more than once during the school year, may be kept by the administration until the end of the school year and picked up by a parent at that time.

Counselor

Lakeview Academy is committed to providing student academic planning as well as student academic support. Please contact the front office to be directed to the school counselor.

Curriculum

Lakeview Academy will place special emphasis on Science, the Arts and Technology. All curriculum used at Lakeview Academy will align with the Utah State Core Standards.

D

Discipline Policy- Insert new policy here

At Lakeview Academy, our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development. In order to facilitate that process a Code of Conduct has been developed that establishes the principles and expectations for all members of the Lakeview Academy community.

Lakeview Academy Code of Conduct Principles.

Creating a school-wide environment that cultivates capable, confident and contributing members begins with the simple and fundamental ideas of respect and responsibility. To this end, it is expected that school members will exhibit behavior that shows respect for the rights, property and safety of themselves and others. School members will also accept personal responsibility for their behavior in order to maintain a safe and productive learning environment. Finally, school members will honor the rights of others through the process of learning and demonstrating appropriate behavior in the context of social responsibility. In short these expectations are summarized below:

- Everyone has the right to live safely.
- Everyone has the right to learn.
- Everyone has the responsibility to be polite.
- Everyone has the responsibility to be honest.

Everyone has the responsibility to use time wisely

Rights-

Standards of Behavior.

Lakeview Academy members will

- Show respect for the rights, property and safety of yourself and others

- Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientations, age and ability
- Express themselves with socially acceptable language and gestures
- Exhibit behavior that avoids all forms of intimidation, harassment, racism and discrimination
- Dress in accordance with the school standardized dress code policy
- Treat school property and the property of others with a reasonable standard of care
- Respect the responsibility of all school members in exercising their duties
- Promote positive behavior through the avoidance of all types of violent acts
- Refrain from the possession of and being under the influence of all forms of intoxicants on school property and at school sponsored events.
- As appropriate, attend classes, activities and events and be prepared and punctual

Students Responsibilities. It is the duty of a student to –

- Participate fully in learning opportunities
- Attend school regularly and punctually
- Contribute to an orderly and safe learning environment
- Respect the right of others to learn by using personal time wisely
- Be respectful to others by being polite and honest
- Comply with the discipline policies of the school

Parent Responsibilities. It is the duty of parents to –

- Support their children in achieving learning success
- Cause their children to arrive at school on time, in dress code and attend school on a regular basis
- Communicate regularly with their child's/children's teachers
 - Ensure that your children arrive at school in dress code
- Ensure the basic needs of their children are met including that children are well nourished and well rested

- Support their children's teachers in their efforts to provide an education for their children by encouraging the completion of school assignments and participation in activities as assigned

Teacher Responsibilities: It is the duty of a teacher at Lakeview Academy

- Respect the rights of students
- Teach diligently the subjects and courses of study prescribed by the regulations that are assigned to the teachers by the Board of Trustees
- Implement teaching strategies that foster a positive learning environment aimed at helping students achieve learning outcomes
- Encourage students in the pursuit of learning
- Monitor the effectiveness of their teaching strategies by analyzing outcomes achieved
- Acknowledge and accommodate difference in learning styles
- Participate in individual program planning and implement individual program plans under the direction of the Special Education Director, as required by law, for students with special needs
- Review regularly with students their learning expectations and progress
- Take all reasonable steps necessary to create and maintain an orderly and safe learning environment
- Maintain appropriate order and discipline in the school or room in the teacher's charge and may report to the director or other person in charge of discipline any student who disrupts the teacher's ability to be effective or students ability to learn.

Discipline Policy:

The policies set forth in the Lakeview Academy Discipline Policy apply to students in grades kindergarten through nine attending Lakeview Academy.

Lakeview Academy is committed to excellence for all its students. It has established this discipline policy, not as a means of punishment, but rather as a set of consequences to improve student behavior.

Violations of the student behavior provisions of this policy carry with them a very broad range of disciplinary consequences. This was intentional. The school recognizes that children in the elementary school are of the age and developmental level that the Administration needs more discretion than at the middle school level when assigning consequences.

This greater flexibility allows the Administration to utilize interventions in response to student behaviors, either in conjunction with, in addition to or in lieu of the disciplinary consequences set forth in this policy, when the circumstances so warrant, while at the same time maintaining safety and order within the school.

Discipline Review Council

Lakeview Academy will establish a Discipline Review Council (DRC) to assist the Director when a student is having ongoing behavioral problems in school. This council will consist of some or all of these individuals: Lakeview Director, Assistant Directors, one faculty member, a member of Site Advisory Council (SAC) the Guidance counselor (middle school only) and a Board of Trustees.

The DRC may also be called upon to intervene in the event that an Administrative disciplinary decision is being appealed. In such a case the DRC's process would be:

1. Determine the reason for the appeal (which will need to be clarified in writing).
2. Determine what the offense was, the student's reaction, any history related to it and any extenuating circumstances.
3. Determine the administrative action taken and the severity of the consequence.
4. Determine school policies in this matter and which, if any, of them apply.
5. Determine whether the consequence was consistent with the handbooks and policies and appropriate for the offense.
6. Make a recommendation to the parent(s) and/ or administration (whichever is appropriate) in regard to their conclusion (in written form).

Parent(s) will be allowed (but not required) to be a part of the initial meeting with the DRC in order to make their reasoning known. Once they have clarified their points, the DRC will caucus to discuss the information presented. Even if choosing to make an oral presentation the Application for Disciplinary Appeal Form will still need to be completed and submitted to the Director. (Assistance will be available through the office if requested).

Due to the nature of the positions held within the DRC, it may be necessary for the DRC to choose to have one of their members share their thoughts initially and then exit the remainder of the meeting due to conflict of interest. (This person may be substituted with another person by choice of the committee.)

Once the appeal has been filed with the school the DRC has up to three school days to convene and make a decision (with the intent to come together as quickly as possible.)

The discipline will continue to be carried out until the DRC is able to meet. The Director has the discretion to postpone action pending the decision of the DRC if extenuating circumstances are determined.

Once the DRC has come to a final conclusion, the parent(s) will be notified. The President of the Board of Trustees and secretary should receive a copy of any appeal to the DRC since there is potential for it to be appealed beyond the DRC.

Searches.

School officials have authority to search a student when they have reasonable suspicion that a particular student has violated or is violating the rules of the School or laws of the land. The searcher will be of the same sex as the searcher.

Consequences.

Detention. Depending upon the offense, a student may be assigned detention that includes lunch detention or after school detention. . In the event that it is determined the parent must make other

provisions for the transportation after the detention. A twenty-four (24) hour notification will be given to parents so that arrangements may be made for proper transportation

Lunch Detentions will be held during lunch.

In School Suspension (ISS): Students will be removed from class and placed in a setting which is isolated from the rest of the students and conducive to work. A supervisor will be in charge of keeping the students in ISS on task.

Out of School Suspension (OSS): Suspension is the exclusion of a student from school for a period of one (1) to (10) days and is in the custody of the parent/guardian during school hours. Students have the responsibility to make up exams and work missed while on suspension. The Administration will arrange for classroom assignments and parents may pick up assignments at the school office. Teachers must be given one day to prepare assignments. Students are not permitted on school grounds during the suspension and are excluded from participation in all school-sponsored activities including, but not limited to, school athletics, school dances or field trips.

Expulsion. Expulsion is the exclusion of a student from school property, any school sponsored activity, and any public conveyance providing transportation to a school or school-sponsored activity for any period of time greater than ten (10) school days. Prior to any student being expelled a formal hearing with the DRC will be held. Students who are expelled may not attend or participate in any school activities/events including school dances, field trips and athletics.

The following is a list of outlined behaviors that will incur consequences ranging from a simple warning for first time offender to the contact and intervention of local authorities.

Lakeview Academy

Situational Categories for Elementary and Middle School Discipline (K-9)

| Situational Category | Discipline | Referral Process | Notification of Parents | Notification of Legal Authorities |
|---|--|--|---|---|
| <p>Assault – Students are prohibited from assaulting another student or any school personnel.</p> <p>“Assault” is the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury</p> | <p>1-10 day OSS Possible referral for expulsion</p> | <p>Director</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Attendance-</p> <p>Class Cut- Absence from class without the knowledge and prior written permission of the teacher whose class is missed.</p> <p>Leaving Campus-Leaving campus during school hours without written permission of a Parent/Guardian and/or without following proper check out procedures. (see the front office for details)</p> | <p>A “0” will be given in all classes from which the student was absent.</p> <p>Based on the number of violations, discipline may range from a warning to detentions.</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |
| <p>Cheating /Plagiarism – “Cheating” is to violate rules dishonestly, or to deceive, deprive by fraud, pretend, or obtain property/information, answers by distortion of truth, swindle, to copy or plagiarize another student’s work or all of the above. Cheating includes the use of technologies such as text messaging, cellular telephones, palm pilots, hand-held computer, etc. in a deceptive or dishonest manner.</p> <p>“Plagiarize”-to steal or pass off as one’s own the ideas or words of another.</p> | <p>Student will receive a “0” for the assignment/test</p> <p>Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Classroom/Laboratory/School Safety – Actions which endanger oneself or others through the use or misuse of classroom equipment or any other object found on school property, including classrooms, laboratories, hallways, cafeterias and including the exterior of the school property. Violations of the offense range from inappropriate and dangerous use of chemical in a science laboratory to throwing snowballs on school property.</p> | <p>Warning Detention ISS 1-10 day OSS Possible referral for expulsion</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Computer Misuse- The Student Computer Acceptable Use Policy will be enforced. Please refer to the policy for details.</p> | <p>Temporary or permanent loss of privilege to use internet/School computers</p> <p>Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> <p>All unlawful behavior will be reported to the proper authorities.</p> |
| <p>Skipping Detention-Depending upon the offense, a student may be assigned detention that includes lunch detention or after school detention. On the third lunch detention a student will be assigned an after school detention. The parent must make other provisions for the transportation after the detention. A twenty-four (24) hour notification will be given to parents so that arrangements may be made for proper transportation.</p> | <p>Further detention assignment ISS 1-10 days OSS</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Disrespect- A lack of respect or deference shown by a student to the authority or position of school employees.</p> | <p>Warning Detention ISS 1-10 day OSS</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Disorderly Conduct-Fighting, threatening, engaging in violent behavior, making unreasonable noise, using obscene language of gestures, creating a hazardous or physically offensive condition for no legitimate reason, for the purpose of creating or resulting in public inconvenience or alarm.</p> | <p>Warning Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Building Administrator</p> |
| <p>Disruptive Behavior-Student behavior, including verbal, physical written, etc., actions, which is distracting, detrimental or not conducive to the learning environment of other students while in school. Disruptive behavior may include but is not limited to, or may be a combination of, behavior defined as disorderly conduct, disrespect, profanity, fighting and or insubordination.</p> | <p>Warning Detention ISS 1-10 days OSS Possible referral for expulsion</p> | <p>Director</p> <p>Assistant Director</p> <p>Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Dress Code-Students are required to abide by the school’s dress code policy.</p> | <p>When a uniform problem arises, the student will be verbally reminded and a written reminder of the uniform standards will be sent home to the parents. A second uniform infraction will require the</p> | <p>Director</p> | <p>Parental contact; if violations persist, parent conference</p> | <p>N/A</p> |

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| | <p>student to go to the school office and phone a parent to bring the appropriate clothing to school. The students will wait in the office until the parent arrives with the necessary uniform items (s). A third or future uniform infraction will require a parent and student conference with the director.</p> <p>Detention ISS 1-5 days OSS</p> | | | |
| <p>Electronic Devices – “Permitted Electronic Devices” include, but are not limited to laptop computers, palm pilots, and any other similar device or new technology developed for similar purposes, which are intended or actually used for instructional or educational purposes as approved by the classroom teacher. Students may possess and use permitted EDs at school upon receiving prior authorization by classroom teacher and the equipment is registered with the on-site computer technician.</p> <p>A student’s use of a permitted ED for a purpose other than instruction or education on school property during school hours (8:00 am - 2:50 pm.) will render the use of the ED “prohibited” and the consequences for the use of prohibited EDs shall apply. Student Computer acceptable use policy will be enforced.</p> <p>“Prohibited electronic devices” include, but are not limited to, laser pointers and attachments, cellular phones, radios, i-pods, headphones, video games, walkie-talkies, cameras, two way communication devices, including technology developed for similar purposes.</p> <p>Students are not allowed to use prohibited EDs during school hours on school property. Students must turn off all prohibited electronic devices at the start of the school day (8:00 am) and keep them powered down and out of sight until the end of the school day (2:50 pm). If the devices are not shut off and a disruption occurs the consequences for the use of prohibited EDs shall apply</p> <p>Exceptions may be made at the discretion of an administrator or teacher to allow for ED use.</p> | <p>The consequences for the possession of or use of a prohibited electronic devices are:</p> <p>Confiscation of the ED (the ED will not be returned directly to student; parent must retrieve ED)</p> <p>Warning Detention 1-10 days OSS</p> <p>Subsequent offenses may result in loss of privileges to use any EDs at school for one calendar year.</p> <p>If the ED is used in connection with any other student behavior offense, the disciplinary consequences for that offense shall apply in addition to above consequences</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Endangerment-Deliberate conduct which recklessly causes another person to be placed at risk of death or serious injury, or threaten the health, safety or well being of others. Acts of endangerment include, but are not limited to :</p> <ul style="list-style-type: none"> • Setting fires (arson) • Falsely setting off fire alarms • Tampering with fire extinguishers • Bomb threats • Inciting or participating in a riot | <p>1-10 days OSS</p> <p>Possible referral for expulsion</p> <p>Restitution may be required</p> | <p>Director</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |
| <p>Extortion/Stealing- “Extortion” is obtaining money, property, or articles by threats or force.</p> <p>“Stealing” is the taking of another person’s possessions without permission, or obtaining possession of the property of another by deception or blackmail without the intent of returning the property to the owner, or taking possession of property one knows to be or has reason to know is stolen without the intent of returning to the owner.</p> | <p>1-10 days OSS</p> <p>Possible referral for expulsion</p> <p>Restitution and /or return of items</p> | <p>Director</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |
| <p>Fighting-Any physical conflict between two (2) or more persons. Any student who interferes with a staff member trying to stop a fight will be treated as if fighting. Any student provoking a fight (agitating, instigation, intimidating, or spreading rumors so as to cause a fight, or threatening another student or any school personnel) will be dealt with in a similar manner as if fighting. In certain circumstances, an incident which may have begun as a fight could escalate into an act of assault/physical act of violence (an expellable offense)</p> | <p>Warning Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Forgery-Falsely and fraudulently making or altering a writing or other document</p> | <p>Warning Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director Counselor</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |
| <p>Gambling-The making of any bet or wager and/or the organization of or participation in any lottery, numbers game, cards, dice, pool or bookmaking for money or property.</p> | <p>Warning Detention ISS 1-10 days OSS Possible referral for expulsion</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Harassment- It is the policy of the School to maintain an effective learning environment that is free from the intimidation, bullying and or abuse of students that rises to the level of “harassment.” Students are encouraged to report to school official any incidents of harassment. Upon receiving a complaint of harassment, the school will investigate the allegations.</p> | <p>Based on the severity, persistence and effect on the victim, the following may occur</p> | <p>Director Counselor</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |

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| <p>"Harassment" includes, but is not limited to, unwelcome and offensive, slurs, jokes or other verbal/oral, graphic or physical conduct, relation to an individual's race, color, religion, ethnicity, nation origin, sex, gender sexual orientation, age or disability which is so severe or pervasive in nature that it creates, or poses a realistic threat or interferes, or poses a realistic or well-founded threat of interfering with, the rights of the student/s or the student/s' access to or participation in the benefits or programs offered by the School. It shall be a violation of this policy to harass a student. Bullying is a form of harassment.</p> | <p>Warning, Detention / ISS 1-10 day OSS, Possible referral for expulsion</p> | | | |
| <p>Hazing- hazing, demeaning or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper toughing, or inappropriate exposure of body parts not normally exposed in public setting, forced ingestion or any substance, or any act which would constitute a crime against a person or public order under Utah Law</p> | <p>Based on the severity, persistence and effect on the victim, the following may occur Warning, Detention / ISS 1-10 day OSS, Possible referral for expulsion</p> | <p>Director Board Of Trustees</p> | <p>Parents will be notified</p> | <p>Police will be notified</p> |
| <p>Inappropriate Touching- The intentional physical contact with another person without his/her consent. Inappropriate touching may rise to the level of harassment.</p> | <p>Warning Detention ISS 1-10 days OSS Possible referral for expulsion</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |
| <p>Insubordination-the outright refusal to obey a directive from any staff member after more than one attempt has been made to encourage students to comply without disciplinary action being initiated.</p> | <p>Warning Detention ISS 1-10 days OSS</p> | <p>Director Assistant Director</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator</p> |
| <p>Loitering- To hang around, to lag behind, to aimlessly stop or pause without legitimate purposes, to remain on school property after requested to vacate premises by school personnel</p> | <p>Warning Detention ISS 1-5 day OSS</p> | <p>Director Assistant Director</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Physical Acts of Violence-Students are prohibited from committing physical acts of violence on another student or any school personnel. "Physical Act of Violence" –is the deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another</p> | <p>Warning Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Profane, Vulgar Language or Gestures-Language or gestures which are crude, course, gross or irreverent and inappropriate for the educational setting.</p> | <p>Warning Detention ISS 1-10 day OSS</p> | <p>Director</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Sexual Conduct-Any physical contact of a sexual nature between students, even when voluntary, welcome or invited.</p> | <p>Warning Detention ISS 1-10 day OSS Possible referral for expulsion</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator All unlawful behavior will be reported to the proper authorities.</p> |
| <p>Smoking-The use or possession of tobacco or tobacco products, on any part of the school property. Tobacco is defined as a lighted or unlighted smoking product and smokeless tobacco in any form. Utah state law requires the School to file charges for any violation of the smoking policy. Any student who serves as a "look out "will be treated as if smoking.</p> | <p>Detention 1-10 days OSS Possible referral for expulsion</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff. Charges may be filed</p> | <p>Discretion of Administrator All unlawful behavior will be reported to the proper authorities.</p> |
| <p>Tardiness-(School/Class) – A student who is more that 10 minutes late for their Advisory or Homeroom class will need to check in at the office and receive a pass to be allowed into class. Middle School: Students who come to class tardy after a class change will be recorded by the teacher as being tardy. Repeat offenders are subject to sanctions as outlined. Students who are chronically truant may be referred to the authorities under the Utah State Compulsory Education Act.</p> | <p>Warning Detention ISS 1-5 days OSS</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator</p> |
| <p>Terrorist Threats/Acts-Students are prohibited from communicating a terrorist threat to or about any student or employee of the school. Board member or community member, and are prohibited from committing a terrorist act directed at any student or employee of the school. "Terrorist threats" are threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. "Terrorist acts" are offenses against property or involving danger to another person.</p> | <p>1-10 day OSS Possible referral for expulsion</p> | <p>Director Counselor Appropriate Agencies</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Police will be notified</p> |
| <p>Trespassing-To enter or remain in or on school property or vehicles, knowing or having reason to know that one is not permitted to enter or remain.</p> | <p>Detention 1-10 day OSS Possible referral for expulsion</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified A conference will be held with parent, student and appropriate staff</p> | <p>Police may be notified</p> |

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| <p>Unauthorized Substances (Illegal Drug Policy)-Students are prohibited from possessing, using or delivering unauthorized substances or paraphernalia.</p> <p>"Unauthorized substances" shall include but are not limited to alcohol, illegal drugs, controlled substances, prescription drugs, non-prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, non prescription drugs which are possessed by the student without compliance with the School's procedures regarding student use of medication , anabolic steroids, look-alike drugs/substances and any substances which is intended to alter mood. "Paraphernalia" is tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, or alcohol or any other unauthorized substance. "Look -alike drugs/substances "include any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.</p> <p>Nothing in this policy relating to the prohibition of using or possessing unauthorized substances intended to nullify the procedures followed by the school regarding student use of medication.</p> | <p>Detention 1-10 days OSS</p> <p>Possible referral for expulsion</p> | <p>Director Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Police may be notified if violation involved controlled or illegal substance</p> |
| <p>Vandalism-Is the deliberate or reckless destruction, damage or defacement of School property or property controlled by the School.</p> | <p>Warning Detention ISS 1-10 day OSS Expulsion Restitution</p> | <p>Director Counselor</p> | <p>Parents will be notified</p> | <p>Discretion of Administrator Police may be notified</p> |
| <p>Weapons-Students are prohibited from bringing, carrying, using, concealing, or possessing weapons or any replica or look alike object thereof, on school property, transportation to a school or school – sponsored activity.</p> <p>Notification of teachers of weapons on school property -- Immunity from civil and criminal liability.</p> <p>(1) Whenever a student is found on school property during school hours or at a school-sponsored activity in possession of a dangerous weapon and that information is reported to or known by the director, the director shall notify law enforcement personnel.</p> <p>(2) A person who in good faith reports information under Subsection (1) and any person who receives the information is immune from any liability, civil or criminal, that might otherwise result from the reporting or receipt of the information.</p> | <p>Immediate Removal (Zero Tolerance) 1-10 day OSS</p> <p>Possible referral for expulsion</p> | <p>Director Assistant Director Counselor</p> | <p>Parents will be notified</p> <p>A conference will be held with parent, student and appropriate staff</p> | <p>Discretion of Administrator Police may be notified</p> |

Donations

Lakeview Academy greatly appreciates donations from parents, extended family, and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles, and equipment for our office and classrooms. We have a wish list posted on our website or you can discuss a need with your student's teacher or the Director of Lakeview Academy.

Standardized Dress Policy

Dress Code. Insert new policy here

The purpose of a standardized dress policy at Lakeview Academy is to promote a strong sense of *Belonging*, a strong *Educational Focus*, and increased *Safety* for the students and staff.

General Standards for all Students

The dress code must be followed at all times when the student is at school, including field trips. Gym clothes will be required for middle school athletic activities, including P.E. classes. Modified dress code days will be announced by the Director.

Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, in good condition, appropriately sized, and worn correctly. Any gang affiliated clothing articles are prohibited.

Accessories

Jewelry, makeup, and hair accessories should be appropriate for wear at school and not a distraction. No hats, head covering or sunglasses may be worn in the building except on “Spirit Day” as outlined by the administration.

Hair

Hair must be kept neat and be appropriate for school. Irregular coloring of hair or distracting hairstyles are inappropriate.

Outerwear

Outerwear that is worn for warmth to and from school and at outside recess is not considered a uniform item. Any sweater or light jackets worn inside the classroom must be consistent with school uniform colors. Snow boots must be changed into school-approved shoes while inside the building.

| Clothing Item | Styles | Colors |
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| Tops | Shirts/Blouse with collar, Polo, or dress shirt. Sleeve length may be short, Elbow length, or long sleeves (no caps) | Grades K–6 Solid navy, white, pink or light blue Grades 7–9 Any solid color EXCEPT navy, light blue, pink or white. (The Board of Trustees reserves the right to narrow the color choices in future years.) |

Guidelines: Shirts must be collared, non-transparent fabric with matching buttons; no logos except the board approved school logo, and must be of contrasting color from bottom clothing. Shirts must be buttoned within 3 inches of collar seam and be long enough so that no bare skin at the midriff is showing when standing, bending, sitting or raising of arm (If a shirt does not meet these requirements an undershirt must be worn underneath.) All shirts with rounded bottoms must be tucked in.

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| Jackets in the Classroom | Cardigans, vests, sweaters, fleece jackets, pullover sweaters, or a light zippered jacket with or without a hood. | Grades K–6 Solid navy or white Grades 7–9 Any solid color EXCEPT blue, pink or white. |
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Guidelines: Sweaters may have v-necks or round necklines and not have any logos except the board approved school logo. Knit sweaters and zippered jackets may have a hood. Pull over hoodies are not acceptable. Coats may not be worn in the classroom.

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| Pants | Long (Dress casual style. No spandex, knit, excessively baggy or cargo style pants allowed.) | Solid navy, black or tan khaki |
| Guidelines: No excessive flare at the hem. Pants must sit at the natural waistline and not show underwear. | | |
| Skirts, Skorts, and Jumpers | No shorter than 2 inches above the knee | Solid navy, black, tan khaki or approved **plaid |
| Guidelines: Skirts, and jumpers must be worn with tights or shorts underneath | | |
| Shorts and Capris | No shorter than 2 inches above the knee (Dress casual style. No spandex, knit or cargo style shorts or capris allowed.) | Solid navy, black, or tan khaki or approved plaid |
| Guidelines: No excessive flare at the hem. Shorts and capris must sit at the natural waistline and not show underwear. | | |
| Belts and Ties | Conservative style belts must have a permanently attached belt buckle | Black, brown, navy, or approved plaid |
| Guidelines: Belts should be worn on all pants and shorts with belt loops when the shirt is tucked in. | | |
| Shoes | Enclosed shoes only: conservative or athletic style | Predominately navy, black, brown or white |
| Guidelines: Heels or soles may not be higher than 2 inches. No shoes with lights, wheels, or characters. | | |
| Socks, Tights, and Nylons | Ankle, mid-calf or knee length socks; opaque “non-transparent” tights or cable knit tights. Nylon stockings acceptable only for middle school students. | Solid navy, black, brown, or white |
| Guidelines: Socks, tights, or nylons must be worn at all times. | | |

Dress Down Days

All clothing which meets the following criteria is acceptable for dress down day.

- No displaying of colors or symbols associated with gangs or deviant groups.
- No bare midriffs or bare shoulders & must not show any cleavage
- All bottoms must be no shorter than 2 inches above the knee
- No displaying of any undergarments even through mesh or sheer fabric
- Clothing must be free from rips or tears even if the fabric is intended that way

Middle School PE Clothes

- Shorts or sweats must predominately blue with no logos except the board approved school logo.
- Shoes must be athletic style with non-marking soles
- T-shirts must be grey with no logos except the board approved school logo.

The dress code is adopted by the Board of Trustees and is reviewed on a yearly basis at the May Board meeting. Any person wishing to submit ideas for alterations to the current dress code will need to submit a written proposal to bot@lakeview-academy.com by April 15th.

**The Plaid can be obtained from the following vendors

Lands End Classic: Navy Plaid

French Toast: Blue Gold Plaid

Schooluniforms.com- Plaid #57

Customschooluniforms.com- #57

Xpressions school uniforms – plaid #57

661 West State Road #C pleasant Grove Utah

E

Elevator

The elevator is available for physically challenged individuals. Teachers can use the elevator at their discretion. Students in need of the elevator will be issued a key for the time period of their handicap. Students who misuse the elevator will be discipline and may lose the privilege of using it in the future.

Emergency Information

All Emergency information forms for each child will be updated in the fall to be completed by the parent/guardian. The school will use this information if your child becomes ill or is injured at school. The person you designate may be asked to pick up and care for your child if you cannot be reached. **It is the responsibility of the parent/guardian to notify the school of any changes to home phone numbers, or contact names and phone numbers.** If a child is in need of immediate medical assistance, they will be transported by ambulance to the nearest medial facility.

Emergency Drills

As an important safety precaution, fire, earthquake and other emergency drills will be held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. It is essential that when the signal is given that everyone in the building obey the orders promptly. Please do not attempt to check out your student during the rehearsal of these drills. Please do not park in front of the school, or enter school parking lots as this will prohibit emergency vehicles from being able to access the building.

Extra-Curricular Participation Policy

Insert extracurricular participation policy here

F

Family Education Rights and Privacy (FERPA)/Protection of Pupil Rights Amendment (PPRA)

Lakeview Academy has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. For more information see the school website or check with the office.

Fees (Middle School)

Middle school fees will be assessed in the amount of \$95.00 per student. The breakdown of assessed fees is as follows:

\$20.00 Elective fee

\$5.00 Planner fee

\$10.00 Computer use fee

\$60.00 Activity fee

*Students who qualify for free or reduced lunch may be eligible for a payment program, reduced fee or a fee waiver. See office for details.

**Clubs and sports fees will be assessed at event registration.

Food/Drink

Food and drink are permitted only at lunchtime and in the designated eating areas, except as part of a teacher-directed activity.

Lakeview Academy cannot guarantee a food allergy free environment.

Fund Raising

Lakeview will pursue several fundraising avenues including grant writing, special events, and donations (both monetary and of educational items from businesses and individuals), and ongoing fundraising efforts such as:

1. Box tops for education -- Students can turn in box tops in their classrooms. A monthly contest will be held to see which classroom can turn in the most box tops.
2. Smith and / or Albertson's "Earn & Learn" program -- Interested parents will need to re-enroll each school year.
3. School logo apparel -- Available for purchase on the school web site.

G

Grievance Policy

Please see grievance policy on the website: lakeview-academy.com

H

Homework

Lakeview believes that homework is a valuable tool in helping students make the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's responsibilities:

1. Provide approximately 10 minutes of homework material Monday through Thursday per grade level or as determined by teacher and student need. (i.e. 10 minutes for 1st grade, 30 for 3rd grade, 60 minutes for 6th grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)
2. Make sure students understand and know how to complete assignments independently.
3. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

1. Be sure they understand the assignments.
2. Complete the assignments. This includes any unfinished classroom assignments from that day.
3. Turn assignments in by the specific date due.
4. Complete 20 minutes of reading per day.

Parent's Responsibilities:

1. Help set up a consistent organized place for homework to be done.
2. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
3. Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

Hours of Operation

School

hours will be from 8:00 a.m. to 2:45 p.m. Monday thru Thursday for both elementary and middle school students. The first bell will ring at 8:00 a.m. and the late bell will ring at 8:05 a.m. AM Kindergarten hours are from 8:00-10:50 a.m. and PM Kindergarten is from 12:00 p.m.-2:45 p.m. Monday thru Thursday. Friday school hours are from 8:00 a.m. to 12:30 p.m. for both elementary and middle school students. Friday AM kindergarten hours are 8:00 a.m. – 10:05 a.m. and PM Kindergarten hours are 10:30 a.m.–12:30 p.m. School office hours are from 7:30 a.m.–3:30 p.m. Monday through Thursday and 7:30 a.m.–1:00 p.m. on Friday. The school office can be reached at (801) 331-6788.

I

Items from Home

Occasionally a teacher may ask that students bring things from home for a class as a learning experience. We ask that students do not bring other things from home unless specifically asked to do so. The school cannot assume responsibility for any items brought to school. We ask parents to be observant in making sure that when valuables are brought to school, they are brought to the teacher for safe keeping. Valuables should never be left in the students' desk or lockers. If you feel your property has been stolen, contact an administrator; however, there is no guarantee your property will be recovered.

L

Library

Gift

Policy

Lakeview Academy will accept gifts of books and other materials with the understanding that the library staff may make whatever use of the materials they feel appropriate, including disposal.

Library

Library materials may be checked out only by the students, library aides, and paid employees of Lakeview Academy. They may be checked out for a week at a time and must be checked out through the automation system. Each student may check out one book per week. This number may be adjusted at the discretion of the school librarian as library resource numbers allow. Patrons are responsible for the materials they check out of the library. The computerized

system does not permit books to be checked out to anyone having overdue books, and patrons will be charged for lost or damaged materials.

Lice

Lakeview Academy has a "no nit" policy. This means that a student will be sent home if there are any nits or lice found in a student's hair. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Lakeview Academy Charter School reserves the right to discretely check students' hair for evidence of lice. Parents may choose to not have their child's hair checked at school, but must provide a medical check-up to confirm that there is no evidence of infection. They may also request to be present at the school when their child is checked.

Lockers (Middle School)

Many students are given the privilege of being assigned a specific locker in which to store school materials and personal property during school hours. Students are allowed and encouraged to keep their assigned lockers secure and locked to safe guard their belongings. However, students must understand that it is not the intent of the Lakeview Academy to relinquish its exclusive control over lockers. **All lockers are and shall remain the property of Lakeview Academy. Students shall have no expectations of privacy in their lockers. Students are hereby notified that all authorized school employees and officials may inspect students' lockers at any time, for any reason.** In order to be granted the privilege of having the use of a school locker, every student at the beginning of each school year will be required to sign an acknowledgement which asserts that they have reviewed the locker search policy and they understand they have no reasonable expectations of privacy in their assigned locker. Students are not allowed to share lockers or use lockers not assigned to them.

Backpacks are not allowed in the classroom at anytime and must be kept in the student's lockers.

M

Mail/Newsletter

Lakeview Academy will e-mail newsletters and other correspondences directly to the parent. Hard copies will be available in the office for those without internet access. Contact the office if you would like to have the newsletter mailed to you at a cost of \$15.00/year.

Medication Policy insert new policy here

PURPOSE AND PHILOSOPHY

To authorize school personnel to administer medication to students and to provide immunity from liability for authorized personnel.

POLICY

The Lakeview Academy Board of Trustees recognizes that medication should be administered by the student or the student's parent/guardian. However, the Board of Education recognizes that the health of a student may require administration of medication during the course of a school day.

Subject to the conditions of this policy, authorized school personnel may provide help with the administration of medication to students during periods when the student is under the control or supervision of the school and school personnel.

As long as authorized personnel act in a prudent and responsible manner, school staff who provide assistance in substantial compliance with the licensed medical provider's written statement, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication under this policy.

DEFINITIONS

"Asthma medication" means prescription or nonprescription, inhaled asthma medication.

"Diabetes medication" means prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.

"Epinephrine auto-injector" means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide, rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.

"Medication" means a medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed

medical provider, and may be a prescribed or over the counter product intended for internal or external use.

PROCEDURE FOR ADMINISTRATION OF MEDICATION AT SCHOOL

The following procedures are intended to facilitate the implementation of this policy.

Prescription and/or nonprescription medication may be administered to a student only if:

1. The student's parent or legal guardian has provided a completed, current, signed and dated, "Authorization of School Personnel to Administer Medication" form providing for the administration of medication to the student during regular school hours. A current photograph of the student will also be provided and attached to the request. This request must be updated, at least, on a yearly basis, or whenever a change is made in the administration of medication.
2. The student's licensed medical provider has also provided a signed and dated "Authorization of School Personnel to Administer Medications" form describing the method, amount, and time schedule for medication administration and the side effects that may be seen in the school setting from medication.
3. The medication is delivered to the school by the student's parent/guardian, or by a responsible adult. A one week's supply or more is recommended.
4. Prescription medication is in a container that has been properly labeled by a pharmacy.
5. Nonprescription, over the counter medication, is in the original container and clearly labeled with child's name and dose, per doctor's order on the container. A one week's supply or more is recommended.
6. The medication is an oral medication, inhalant medication, eye or eardrop medication, gastrostomy, rectal, or topical medication, epinephrine auto-injector, or glucagon and Insulin. Medications requiring other routes (IV, and other inject able medications) **cannot** be administered by school personnel.
7. Prescription and/or nonprescription medication specified in a student's IEP or 504 accommodation plans will be administered as outlined in the accommodation plan.

The Director will:

1. Annually send a letter to the parent/guardian regarding medication administration in the schools.
2. Designate staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration book.

3. Arrange annual training with the school nurse for designated employees. This training will include
 - a. How to properly administer medication(s).
 - b. Indications for the medication(s).
 - c. Dosage and time of medication(s).
 - d. Adverse reactions and side effects of medication(s).
 - e. Proper maintenance of records.
 - f. Designated personnel have the responsibility to administer medication to all students with a written physician's medication order. If a medication is repeatedly refused or not given, the parent/guardian must be notified.
 - g. Any adverse reactions or medication error will be reported promptly to the parent/guardian. If the parent is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented.
 - h. Requirement that designated staff sign that they received medication administration training.
4. Insure proper maintenance of records pertaining to the student's daily administration of medication(s).
 - a. Each student must have his/her own record which includes an "Authorization of School Personnel to Administer Medication" and "Daily Medication Tracking" forms.
 - b. The "Daily Medication Tracking" form will show authorized signature and initials of designated staff and codes. All boxes must contain initials, codes or designation as non school day.
 - c. The "Daily Medication Tracking" form will show medication, dosage, time of day, and date. It will show how much medication has been delivered to the school by the parent and when. It may also show how much medication has been discarded (if necessary) and who witnessed it.
 - d. The "Daily Medication Tracking" form will be available to be viewed by parent/guardian upon request.
 - e. The medication documents will be placed in the student's cumulative file or special education file at the end of each year. The "Authorization of School Personnel to Administer Medication" and "Daily Medication Tracking" forms are legal medical documents.

5. Provide a secure location for the safekeeping of medications.
 - a. Medication(s) to be administered by school staff must be stored in a locked cabinet with the exception of those medications needing refrigeration.
 - b. Adequate temperature of all medication must be maintained.
 - c. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be disposed of by the school and recorded on the "Daily Medication Tracking" form. In disposing of medication, two people must be present to record the medication, amount of medication discarded, date and how discarded. Both witnesses must sign the "Daily Medication Tracking" form.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to the parent/guardian should problems or difficulties occur, such as:

1. The parent/guardian has been non-compliant with the medication policy; or
2. The student has been non-compliant with the medication policy by:
 - a. refusing medication repeatedly; or
 - b. frequently not coming for medication at appointed time.
3. The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent has taken place.

PROCEDURE FOR AUDIT OF MEDICATIONS AT SCHOOL

The following procedures are intended to facilitate the audit of the administration of medications under the direction of the Davis County Health Department.

1. A medication audit will be performed two (2) times in each school year and will be performed by the Director or designee.
2. The following areas will be included in the audit:
 - a. Medication permission forms in place and signed yearly by parent and medical provider.
 - b. Medication containers are properly marked for each medication with the student name, dosage, time, and current yearly date.
 - c. Medication is kept in a safe, secure storage cabinet/drawer.
 - d. Documentation of medication administration is in place.

3. At the conclusion of each audit, the results will be given to the school staff administering the medication, the school principal, the school director, director of risk manager, and health department administration. The school nurse will retain a copy and a copy will be kept in the medication book.
4. Items not in compliance will be rectified within a two (2) week period with notification to the school nurse. If parent/guardian continues to be out of compliance with the medication policy, the school may withdraw authorization for administration of medication under this policy.

STUDENT SELF-ADMINISTRATION OF ASTHMA, DIABETES MEDICATION OR AN EPINEPHRINE AUTO-INJECTOR

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if:

1. the student's parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the student is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector; and
2. the student's health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes medication, the epinephrine auto-injector at all times; and the name of the asthma or diabetes medication prescribed or authorized for the student's use.
3. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the student may be subject to disciplinary action.

PROCEDURE FOR AUDIT OF STUDENT SELF-ADMINISTRATION OF ASTHMA OR DIABETES MEDICATION

An audit of self-administration of asthma or diabetes medication will be performed two (2) times a year by the school director to ensure that the appropriate self-administration form is signed yearly by the parent and medical provider.

At the conclusion of each audit, the school director will retain a copy and a copy will be kept in the medication book.

STUDENT SELF-ADMINISTRATION OF MEDICATION

This policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one day's dosage of medication on their person.

Any misuse of such medication by the student may be subject to disciplinary action according to policy and procedure.

REFERENCES

Training in use of epinephrine auto-injector

Administration of Medication

P

Parent Involvement/Volunteer Hours

The active participation of parents is vital to the success of Lakeview Academy. We believe that most parents seeking a charter school understand and have a strong desire for more involvement in their child's education. In general it is expected, that our parents volunteer of their time to be actively involved in the school. We will suggest parents perform approximately four hours of school volunteer service per month and actively participate on one committee. Lakeview Academy's structure is organized so that parents may have more involvement in the school. Please be sure to record your service hours on Ren Web. Lakeview Academy reserves the right to not grant teacher requests to any family who has not volunteered a minimum of 4 hours a month.

PALS (Parent Assisted Learning System)

Parent Requests

The administration will attempt to honor teacher requests however classes must be balanced based on gender, academics, and special needs as pursuant to the charter. To request a teacher the parent must fill out a form in the front office. These forms must be turned in by the 20th of May. Lakeview Academy reserves the right to not grant teacher requests to any family who has not volunteered a minimum of 4 hours a month

Parent-Teacher Conferences

Parent Teacher Conferences will be held two times a year. This is a time when parents and teachers talk about the students' progress in the school and their individual needs. **Attendance is crucial!** Reasonable effort will be made to arrange for conferences at the parents' convenience. If you need to meet with your teacher more than twice a year or if a problem arises please contact the teacher to set up an appointment. Parents may ask for a conference at any time.

Phone Use

Students may use the telephone provided in the main office as long as the situation is deemed necessary by faculty or administration. Phones may not be used to arrange "play dates". Please make all arrangements that may differ from your student's normal routine, before arriving at school that day. Interrupting a class to deliver a message disrupts the educational environment. If you need to speak to your student's teacher, please do so before or after school, via email, or voice messages. Teachers may not be interrupted during the day as they maintain a very tight schedule and their breaks from their classroom are to be used as respite and class preparation time. Please avoid calling the office during carpool times as this limits our ability to focus on getting your children out the door in a safe and orderly manner.

Physical Education Lockers and Showers

Physical Education lockers will be assigned in the appropriate locker room. All problems should be reported to the instructor immediately. Physical Education is planned to teach you about fitness and athletic activities. Middle school students are required to dress for class. The PE uniform consists of shorts or sweats that are predominately blue with no logo except the board approved school logo. Shoes must be athletic style with non-marking soles. T-shirts must be grey with no logos except the board approved school logo. Showers are available, but not required. If your student desires to shower they must bring their own supplies such as soap, towel, etc.

Positive School Climate

Lakeview Academy teachers have the right to maintain a safe, orderly, academically focused positive classroom environment. Students who openly defy the teacher's instructions, or disrupt the educational environment of another student will be removed from the classroom to the office immediately. Some examples can include:

- Challenging teacher's authority
- Refusal to cooperate or perform a task
- Refusal to do an assignment
- Inappropriate language
- Non-compliant or disgruntled attitude

R

Report Cards/Grading

Report cards are produced at the end of every term. Grading scales are located on the reverse side of student report cards.

S

School Committees

Lakeview Academy currently has many committees. Please see www.lakeview-academy.com for committee's opportunities.

School Governance

Board of Trustees

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/or management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated.

Screenings

Kindergarten vision screenings will be conducted by the staff during the school year. Students are required to have medical checkups before entering kindergarten.

Search and Seizure

Assigned student lockers and desks are the property of the school and may be inspected at any time for any reason, without notice or student consent. Searches of personal possessions within a school locker may be done when there is a reasonable suspicion of a violation of law or school rules. Any materials considered to be against school regulations may be seized and returned at the discretion of the Director.

Selling Products to Students

Selling any product not approved by the Director to students is prohibited on the Lakeview Academy Campus. Individual students may **not** sell items at school regardless of whether it is for personal profit or fund raising for a non-profit organization other than Lakeview Academy.

Site Advisory Council

The site advisory council is made up of group advisors, administrators, faculty, and staff of Lakeview Academy. The purpose of this council is to have parents and school personnel collaborate on school issues to ensure the mission and philosophy are effectively applied school wide.

Student Health

Guidelines for deciding if a child is too sick to attend school.

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.

- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

Student Recognition

Student Recognition Policy:

Student recognition activities are designed to encourage, celebrate, and recognize students for their positive character and academic achievement. Recognition will be given through the following.

Recognition Criteria.

Teachers in grades K-2 may choose students each quarter who have demonstrated great effort and achievement in the following areas.

Attendance

- Reading
- Math
- Science
- Writing
 - *Spelling
- Art/Music
 - *Drama
- Spanish

Teachers in grades 3-6 may recognize students who meet the following criteria. Students may not have a failing grade in any class regardless of the overall percentage earned in order to be considered as a recipient for the Honor Roll or Director's List. Director's List – Students who receive an average of 95-100%

- Honor Roll – Students who receive an average of 85% and above
- Excellent Effort Awards – Each teacher will nominate students who demonstrate a consistent/increase in effort and/or performance, as determined by the teacher in the following areas.
 - Attendance
 - Reading
 - Math
 - Science
 - Writing
 - *Spelling
 - Art/music
 - *Drama
 - History/Social Studies
 - Spanish

Teachers in the Middle School may recognize students who meet the criteria as outlined below. Students may not have a failing grade in any class regardless of the overall percentage earned in order to be considered as a recipient for the Honor Roll or Director's List

Director's List – Students who have a GPA of 3.8-4.0

- Honor Roll – Students who have a GPA of 3.5-3.75
- Excellent Effort Awards – Each teacher will nominate students who demonstrate a consistent/increase in effort and/or Performance, as determined by the teacher in the following areas.

All attendance awards will be determined by the following criteria.

- Outstanding Attendance – Students who have no more than 2 absences in the respective quarter.

T

Tardy

A student will be considered tardy if he/she is not in his/her desk when the late bell rings at **8:05 a.m.** Students arriving after **8:15 a.m.** must check in at the office to obtain a tardy slip before being admitted to the classroom. A parent must accompany and sign in students arriving after **8:20 a.m.** This is for the safety of your child and to ensure that your child has been under proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the Director.

Truancy

A student who is truant from either a class or for the entire day must see the director. Disciplinary consequences are up to the discretion of the director as outlined in the discipline policy.

V

Visitors and Volunteers

We enjoy our guests and encourage volunteers. All visitors and volunteers must come to the front office upon arrival to receive an ID tag. Lakeview Academy procedures require that guests not go beyond the front office until they are signed in. If parents or guardians wish to sit in a class to observe they are welcome.

Student Visitors

To provide for a safe environment, students are not to have student visitors attend school with them at any time during school hours. This also applies to after school activities. A school administrator must approve all exceptions.

W

Withdrawal/Transferring Students

If a student is transferring to another school, the parent should notify the school immediately. A withdrawal form (needing parent signature) will be generated, grades will be assigned, and textbooks and library materials returned and all outstanding fees collected. Student transcripts and health records will be forwarded, when requested, to the student's new school. We cannot send records with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to August 1.

Lakeview Academy

Employee Handbook

2011-2012
School Year

Lakeview Academy
527 W. 400 N
Saratoga Springs, UT 84045
www.lakeview-academy.com

Mission Statement

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

Capable: A student who is knowledgeable, inquisitive, and an open-minded problem solver.

Confident: A student who is able to approach situations with courage, integrity and a strong sense of self-worth.

Contributing: A student who is caring, responsible and proactive in his/her family and community.

Philosophy

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the "basics" to establish successful, lifelong learning. We also believe that the school environment should be well rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

Personal Development- study skills, character development, social skills, and community service

Non-Discriminatory Policy

Lakeview Academy admits students of any race, color, national or ethnic origin and honors all the rights, privileges, programs and activities generally accorded to, or made available to, students in the school. Lakeview Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic teams, or other school administered programs.

What is a Charter School?

Charter schools are public schools created by a group of parents, teachers and/or community leaders who see an educational need in their community and want to meet that need. To operate, charter founders must submit an application for approval by the State Charter School Board or the board of a school district. Like other public schools, charter schools serve students from kindergarten through the 12th grade.

Charters schools offer parents and students additional choices about where students attend school and the school's curricular emphasis. They allow educators freedom to try new strategies to inspire students and to experiment with innovative ways of educating students. Also, charter schools allow individuals and organizations outside of the traditional education system to create and run public schools.

Responsibilities of the Board of Trustees

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State or District policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/ or management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated. Some of the responsibilities of the Board of Trustees are:

- Guide and ensure the implementation of Lakeview Academy's charter
- Guide and ensure the success and mission of Lakeview Academy
- Approve the school's yearly goals and improvement strategies as established by the Director
- Make all major school policies

- Conduct, manage, and control the affairs and activities of Lakeview Academy
- Establish rules, regulations, and policies
- Elect Trustees, appoint committees, and delegate authority
- Enter into contracts, leases, and other agreements which are, in the Trustees judgment, necessary or desirable in advancing the interests of Lakeview Academy
- Amend the corporation's bylaws as deemed necessary
- Hire employees and renew employee contracts
- Report to the State as required
- Oversee the Director and the Lakeview Academy Site Advisory Council
- Manage any elections
- Manage conflict resolution of issues in the school community
- Monitor and measure the school's three year charter implementation plan, which will be developed by the school's Director

Lakeview Academy Charter School Employment

The Employment Relationship

This general statement of policy applies to all employees of Lakeview Academy Charter School by joining or continuing employment with the Lakeview Academy Charter School each employee agrees to follow official policies and practices which may be in force at any time.

- Unless otherwise provided in a written Employment Agreement, all employees should remember that the employment relationship exists by mutual agreement. Consequently, either party can terminate the employment relationship at will, at any time, with or without notice. This manual therefore does not constitute an agreement for continued employment or any employment of any length. No one is authorized to change that at will nature of the employment relationship unless it is done in writing and signed by the Director and Board President.
- Lakeview Academy, operating through its Board of Trustees, may establish policies, guidelines, procedures, and regulations for the operation of Lakeview Academy. When Lakeview Academy, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training, and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure. The employees of Lakeview Academy understand and acknowledge that the Lakeview Academy retains its status as an at-will employer at all times.

Equal Opportunity Employment

Lakeview Academy Charter School is an equal opportunity employer. This means that employment decisions are based solely on qualifications for a specific position, and not on age, gender, race, color, ancestry, religion, sexual orientation, marital status, national origin, or any medical condition or physical or mental disability which does not directly affect a person's ability to meet the specific requirements of the position. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, advancement, training, transfer, discipline, layoff, and discharge.

- **Disabled Employees:** Lakeview Academy Charter School will make reasonable accommodations for disabled employees. If you require accommodation, it is your obligation to contact the Director. You will be asked to provide appropriate documentation.
- **Reporting Violations:** The equal employment opportunity officer is the Director. If you believe you have been discriminated against on any impermissible basis, including any of the basis identified above, please report it immediately using the procedures for reporting complaints:
http://www.eeoc.gov/charge/overview_charge_filing.html

Full-Time Employees: Employees whose employment agreement schedules 32 hours or more of work in a given work week during the school year.

Regular Part Time Employees

Employees who are regularly scheduled a minimum of 20 but fewer than 32 hours per week during a 10-month period

Personnel Files

Employee files and benefit records are considered confidential.

Teaching Licenses

Teachers have been hired with current Education Licenses in the state of Utah, or teachers have been hired with the understanding that they would pursue an ARL (Alternative Route to Licensure). Taking and passing necessary tests, and taking necessary course work to maintain this credential is the teacher's responsibility.

Teachers Responsibilities:

- Correct and update personal information
- Social Security Card
- Picture ID
- Employment eligibility verification (I-9)
- Original copy of current contract
- Copies of all academic records, credentials, degrees
- Copies of current academic licensing
- Background check
- Enrollment into benefits program (as applicable)
- Other forms as necessary

Inspection of your File and/or Benefits Records

You may inspect your own personnel file by making an appointment with the director and stating your desire to review your file. Files will be inspected in the presence of one of the employees of the office and may not be taken out of the office. Benefit information, such as sick leave records, personal days used, or hours worked may also be reviewed. The school will make all reasonable efforts to accommodate requests.

Hours of Work

Being on time for work is a professional responsibility. Please notify the office if you are going to be late. School operating hours are from 8:00-2:45, Monday-Thursday. Teachers are expected to be on campus and available from 7:30-3:15, Monday-Thursday (one-half hour before and after school hours). Friday schedule will be from 7:30 – 1:00. Wednesday professional development/collaboration meeting will be from 3-5 pm.

Concurrent Employment

Lakeview Academy has no objections to an employee holding another job as long as he or she can effectively meet the performance standards for his/her position at the school. However, concurrent employment is prohibited where there are conflicts of interest that could be unfavorable or damaging to the school and impede a teacher's ability to perform his/her assigned duties.

Telephone Usage and Telephone Messages

We encourage you to use school phones and Ren Web to communicate with parents and for other necessary school business. These phone calls should be before or after school, during a lunch break, etc. Phone calls are inappropriate during teaching time. Please let the office know if you are making school-related long-distance calls.

Cell Phones:

We realize that everyone has one, and likes to have one to be available for family emergencies etc. However, ringing cell phones are disruptive to the learning environment. If you must carry one with you have it on vibrate and take the call at an appropriate time. Of course, in the case of an emergency, do what you need to do. Texting, games, watching videos, movies, etc. are inappropriate during school hours, and will result in a negative notice in your personnel file.

Messages:

Messages will be taken for you and placed in your box by the office personnel. In the case of an emergency the message will be delivered to you. Please limit calls coming to you during school hours to work related calls.

Phone Answering: When answering the phone, please remember that you are representing Lakeview Academy to the caller. Always answer the phone with a greeting, the name of the school, your name, and "How can I help you?"

Student Use of Classroom Phones:

All office phones are reserved for business purposes. There is a student phone located in the lobby area. Students wishing to use the student phone need to obtain a hall pass before being sent to the office. The classrooms have phones and students are discouraged from using them except in the event of an emergency. Please let the office know if you are allowing a student to use a classroom phone.

Emergencies:

In the event of an emergency in your classroom, please call 911 from your classroom phone. It is not necessary to call the office first. Once 911 has been called, send a student to inform the office with details so they can contact

parents and send appropriate staff to support. Someone in the classroom should remain on the phone with 911 dispatch until the paramedics or authorities arrive.

Blood borne Pathogens Exposure Control Plan

Universal precautions will be observed in this school to prevent contact with blood and other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Chemical Exposure

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at the school. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following controls will be used: gloves and hand washing.

Child Abuse Reporting

The Child Abuse Reporting Law requires certain professions, including teachers, school administrators, and any child care custodian, to report suspected abuse to the proper authorities. The reporting law requires the child protective agency first receiving the report to cross-report to other child protective agencies and to the district attorney. All reports are to be made by telephone immediately or as soon as practically possible and in writing within 36 hours using required forms. The Utah hotline number for reporting abuse is: 800-678-9399. The administration may assist with this process; however, you are the only person that can fill out the written report. The legal responsibility of reporting ultimately falls upon the person who witnessed or suspected the abuse. Utah law 62A-4a-412 ensures that the anonymity of those reporting or investigating child abuse or neglect shall be preserved.

Drug and Alcohol Free Workplace

It is the expressed policy of the State of Utah to create and maintain a drug-free workplace, as required by the Drug-Free Workplace Act of 1988. The possession or sale of alcohol and other illegal substances on school property is prohibited. Furthermore, employees may not report to work under the influence of such substances. Any employee violating these standards is subject to disciplinary action up to and including termination.

Smoke Free Campus

Lakeview Academy is a smoke-free campus. Staff, parents or visitors are not allowed to smoke anywhere on the school grounds. Additionally, smoking is not permitted while supervising the children in a school- sponsored off-campus activity. Violators will be subject to state laws.

Emergency Plan

While we do not expect a natural disaster (such as an earthquake) or man-related disaster (such as a chemical spill) to occur during school hours it is nonetheless necessary that we establish a plan for operation under such conditions. A copy of the School Emergency Plan and Procedures will be available in the office and in each classroom. In addition, a campus exit route map is posted in each classroom above the light switch. Please see emergency plan binder for more information

Fingerprints: Utah Criminal History and National Child Protection Act Background Checks

Utah Law 53-10-108 allows qualifying entities to request Utah criminal history information. Public law 105-251, the Volunteers for Children Act which amended the National Child Protection Act of 1993, was enacted October 9, 1998 to allow these same qualifying entities the right to request fingerprint-based national criminal history record checks of their volunteers and employees. There are several options available. Please see the school secretary for more information

Professional Behavior and Communication

Professional behavior in regards to confidentiality includes:

- Conversations about student behavior, diagnosis or academic work are to be shared only with that student's parents, the Administrator or another teacher or staff member who is working with that student. Be careful as people will ask you for information that is confidential. Conversations containing sensitive information should be held in a private setting.
- Information in students' cumulative folders and records are confidential and available to the child's parents and Administrator only. These folders are available upon request and **may not to be removed from the office**. There is a sign out sheet located in the front of each file to track who may be viewing the file. Please be sure to sign the form each time you review a student's file.
- All diagnostic information and medication information is confidential
- Communication problems or other issues that may occur between faculty members, parents, Board of Trustees, and staff should be resolved directly with the persons involved and as soon as they occur. Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy.*

- Parents who bring problems to the director about a teacher should be initially referred back to the teacher for communication about this problem. Parents who bring problems to the Teacher about the Director (s) should be referred to the director(s). Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy.*

While employed at Lakeview Academy it is inappropriate to discuss with other employees, my or others' compensation levels, bonuses received, counseling records, supervisory guidance, or other matters related to any specific term of my or others' employment with Lakeview Academy.
Child Custody Cases

Lakeview Academy cannot prevent (or physically restrain) a parent from removing a child from the premises unless we have a copy of a court order prohibiting it or, in our judgment, the child is in immediate danger of bodily harm. If we do have a copy of a court order, we are limited to explaining that the authorities will be called and the other parent notified.

Video Policy

The Board of Trustees recognizes that video and multimedia presentations can be an important part of classroom instruction, adding variety and helping students see ideas and concepts in several ways. The Board of Trustees also recognize that the best way for students to learn is to have information presented in several ways guided by excellent teachers and supplemented with student-completed exercises that apply concepts taught. The Board of Trustees therefore adopts the following policy relating to the use of videos in class.

Videos should be used sparingly and must be approved by administration prior to being shown to students. Videos should only be used for educational purposes. Administration will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise.

Prohibited Items

- Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, or occupation.
- Any sectarian or denominational doctrine or propaganda contrary to law.
- Material which contains or implies excessive violence, sexual situations, or improper language.

Supplies

Each new teacher will be outfitted with startup supplies as well as having access to general supplies and tools available in the workroom such as butcher paper etc. If there is an additional need for supplies each teacher will have an additional classroom budget as determined by the board of trustees. For all needs above and beyond amounts allocated, an order must be turned in at the office for approval by administration. Please be frugal!

Copying Materials

We have copiers available to reproduce classroom materials. Please be frugal in the use of the copier while meeting the educational needs of the children. Remember it is Lakeview Academy policy to abide by all copyright laws. Please do not use the copiers for personal copies. Codes will be issued to track copier and paper usage. Personal copies may be made at the cost of \$.10 per copy. Please see the office before using the copier for personal use.

Lamination

There will be a clipboard located near the laminator for tracking usage. Please list the date, your name and footage used. Personal lamination can be done at the cost of \$1.00 per foot. Please see the office before using the laminator for personal use.

Personal use of printers or other equipment and supplies is not permitted.

Animals in the Classrooms

Animals in the classroom must have the director's approval. The following are some guidelines:

- Teachers accept responsibility for all animals.
- Animals may be brought into the classroom for a single day as a part of a specific lesson, but not kept overnight. Do not bring in animals that can bite, unless caged in a way that biting would be impossible.
- Small animals, such as silk worms, may be kept in the classroom if they are being used as a part of our adopted science program.
- Service animals and therapy animals may be brought in for a day with approval from the Administrator

Salary and Benefits

Holidays

Holidays are observed as per the current school year calendar. Paid holidays for contracted faculty members are built into their salary schedule.

Worker's Compensation Insurance

If you are injured on the job, your medical and hospital expenses and a portion of lost salary may be payable under Worker's Compensation Insurance.

Reporting an Injury

You are responsible for reporting any job-related injury to the office immediately.

- You will be asked to fill out a simple accident report form.
- You will receive a pamphlet which will give you additional information about your rights under Worker's Compensation Insurance.
- You should report any injury in a timely basis, even minor ones not requiring immediate medical attention, so that appropriate records can be kept. Should a minor injury develop into a more severe problem, you and the school may be in a better position to make a claim.

Returning to Work

If you have missed work due to a job-related injury, you must have a written release from your primary physician stating that you are able to return to work. Any restrictions placed on your activities may have to be assessed by your supervisor at the school prior to the school's approving your return. Employees may not return to work without such approval.

Benefits Policy

Please see **Benefits and Leave Policy on the website: lakeview-academy.com.**

Absences

It is the responsibility of each employee to notify the office manager or administration if they are going to be absent. It is the responsibility of each employee to acquire their own substitute and supply that said substitute with plans and procedures to accurately fulfill their responsibility. It is also the responsibility of each employee to fill out a leave request at least 24 hours in advance when possible. If the absence does not have prior approval, a leave request must be filled out on the first day of returning to work with the understanding that notification must be given to administration regardless. Failure to notify the administration before not showing up to work is grounds for reprimand including dismissal.

Pay Practices

Payroll Cycles:

Lakeview Academy works off of two payroll cycles. One for Salaried Employees and one for Hourly Employees.

For Salaried Employee's Lakeview runs off of a monthly cycle dependent on the given month. For Example: A paycheck on April 1 would be your pay for March 1 – March 31st.

For Hourly Employee's, in order to facilitate payroll on the 1st of the month, your payroll cycle will run from the 25th of one month through the 24th of the next month. For Example: A paycheck on April 1 would include your pay from February 25th – March 24th.

Pay Days:

Paydays at Lakeview Academy will always be on the 1st of the month, unless the 1st falls on either a weekend or holiday. In those cases payday will be on the Friday before the holiday. Paychecks (or direct deposit vouchers) during the summer will be mailed home to employee's unless otherwise requested by the employee.

School Year 2011-2012

School Year 2011-2012

September 1, 2011

Lakeview Academy BOT Agenda March 3, 2011
Reports

September 30, 2011
November 1, 2011
December 1, 2011
December 30, 2011
February 1, 2012
March 1, 2012
March 30, 2012
May 1, 2012
June 1, 2012
June 29, 2012
August 1, 2012

Raises

Pay increases will be based on performance evaluations, cost of living increases, budget availability, and will be figured into subsequent yearly agreements. Substitutes are paid at a flat rate and are not subject to negotiation.

Professional Development & In-service Training

Professional development and in-services training are scheduled throughout the year.

- Lakeview Academy is committed to supporting the professional development of all employees, both through providing activities at the school and encouraging participation in learning activities outside the school.
- The administration encourages staff to join technical and professional organizations and, consistent with the discharge of their duties to the school, to participate in the affairs of such organizations and to make advancements in their chosen field. The payment of dues for private membership in professional or technical organizations is the responsibility of the employee, unless the employee is selected by the administrator (director) to represent the school through an institutional membership of affiliation.
- Employees may apply for authorization to attend any type of professional or educational activity that will involve professional growth or help fill a need of the school. Travel and expenses will be reimbursed according to budgetary considerations as negotiated with the administrator (director). Requests to attend workshops must be approved by their immediate supervisor and certificates of completion must be handed in to the office. Employees who attend professional growth opportunities are expected to share materials.

Faculty Duties and Responsibilities

Teachers

The role of the teacher is to provide for children a high quality education, in an environment that is not only safe, but also in an atmosphere that understands disabilities and different learning abilities or styles and allows students opportunities to expand their educational horizons.

It is the obligation of the teacher to work in concert with the Director/Board of Trustees, and the State Board of Education. Teachers are to follow the guidelines, policies, and laws (including Utah State rule R277-515) as set forth by the director, Board of Trustees, and State Board of Education.

The Teacher will report directly to the director(s) over their respective school. The director will be responsible for the ongoing evaluation and adherence to the school philosophy and policies. The Educational Coordinator will be responsible for the monitoring of the classroom teaching and working with the Teachers to fully implement Lakeview Academy's charter and school curriculum.

Classroom Responsibilities

- To understand student learning needs.
- Never be alone with a student in a closed room or classroom; leave the door open, or meet in a place with others around.
- Doors should be locked whenever you leave your room.
- Students should NEVER be left in a classroom without adult supervision or placed outside the classroom door unless in direct vision of the teacher.
- If you have an emergency, send a monitor to get another adult to cover your class.
- Do not give keys to the students.
- Turn off lights whenever you leave your room.
- Use air conditioning and heating when needed making certain that you close the doors to conserve energy.
- General appearance of your room should always be neat and clean.

- Maintenance or repair problems should be reported to the facilities manager. Report all problems immediately before they become big problems.
- All requests or complaints regarding custodial services are to be made through the office in writing.
- Care of furniture--students are responsible for clean desks. Damage should be reported to the office. The student may be required to pay for repair or replacement of damaged items.
- You must keep all of the pathways in your classroom clear with no clutter as per the fire marshal.
- The primary responsibility of the teacher is to supervise the children in her/his care. Wherever they may be on campus, whether in the library, computer room or playground, your responsibility for their direct supervision remains. They cannot be left in the care of a parent, unless the parent is PALS II certified. Please be constantly aware and vigilant in order to protect the safety and well being of our students.
- Please refrain from eating and drinking anything other than water in front of our students during class time.

Curriculum Responsibilities

- To understand the complex learning patterns of children and to provide an academically rigorous education for each student at his/her learning level.
- To work with the Educational Coordinator and staff to develop and implement a school curriculum that reflects the school philosophy, addresses the educational needs of the students, as well as the Utah State Core Curriculum Standards in a thematic approach that allows teachers to teach and students to learn.
- To evaluate the individual needs of the students, develop an educational learning plan that addresses those needs and reflects the curriculum.
- **Lesson Plans: Daily lesson plans need to be available on Ren Web. Lesson plans need to be available for the educational coordinator or director upon request. Take care to include a clearly stated objective which is aligned with the Utah State Standards. Make it specific enough that if you were to suddenly become ill someone could teach from that plan. (Have emergency plans available in the front office)**
- Develop classroom thematic units for the entire school year.
- Textbook Procedures: Textbooks will be issued to each student through the teacher to be used in school. Students are responsible for the texts and are expected to maintain and keep them clean and damage-free. Teachers are responsible for the condition of textbooks in the classroom. For lost and damaged books, a letter will be sent home explaining the loss and cost of replacing the textbook. Upon receipt of the replacement cost, the student will be issued a new book. Direct all payments to the office. Teacher should keep accurate records of student book assignments and should perform an end-of-the-year inventory of texts books.
- Provide for classroom learning opportunities that are child-centered, age appropriate, and challenging for each student.
- Create a classroom environment that reflects enthusiasm for learning and the creativity of the teacher as well as the individuality of the students.
- Be available for faculty and team meetings as scheduled.
- Research and utilize the community resources available to the school and plan and organize field trips that are curriculum appropriate and expand the learning opportunities of children.

Communication Requirements

- To maintain a working knowledge of the school and be able to fluently answer questions regarding your programs, interventions, etc. If a teacher recommends a particular treatment, intervention, etc. the school can be held financially responsible for providing that treatment.
- Maintain communication with all parents. This communication may take the form of newsletters, phone calls, and special notes home. **Newsletters need to be sent weekly!**
- Parent Letters: A copy of any letters going out to parents should be reviewed by the Administrator(Director). Any letters sent home with your class or grade level, and especially letters about events or activities, should be given to the office staff. In order to field phone calls they need specific information so we can respond to parent inquiries. Please be consistent with this as it keeps us aware and able to support you
- Regularly schedule parent conferences, held twice a year during the school year, can be in tandem with IEP meetings or separately.
- **Parent Contact Logs:** You should keep parent contact logs to record contacts you have made throughout the year. This log should be kept in a location that is convenient for you. Positive phone calls to parents are very powerful communication links. When communicating with parents keep the overall tone of the conversation

positive. If you must report something negative, preface it with a good comment. We encourage the use of Ren Web and email for parent communication.

- To communicate to students and parents the classroom expectations regarding academic performance, conduct, and classroom interaction with other students and the teacher. All teachers should send home a disclosure document the first week of school
- Student Portfolios/Assessments: You are required to comply with the current portfolio policy. Maintaining this evidence of student growth will enhance your communication with the parents and aid you in your lesson planning. To work with the parents in the development of an educational learning plan for the student and create some short and long term goals for students. Please see the portfolio policy for more information.
- To communicate with fellow teachers, respect differences, and learn from one another. Be a team player—part of the solution.
- Report Cards: Report Cards issued four times a year at the end of every quarter. However, parents are encouraged to schedule times to meet with teachers on a regular basis to discuss their child's progress. Weekly progress reports can be requested by asking the teacher. Please see report card guidelines in family handbook.
- To communicate professionally and regularly with the administrator(director), addressing any concerns directly with him/her.

Teacher Responsibilities: Discipline

- Create a classroom environment that establishes clear, consistent expectations for students.
- Display Classroom Rules in their classroom, keep it simple
- Support and enforce the School Wide Code of Conduct Discipline Policy.
- Corporal punishment is prohibited.

Additional Teacher Responsibilities

- Work with the administration in the preparation and execution of safety procedures: fire, earthquake, and other potential disaster situations.
- Work with staff in the maintenance of a clean, healthy environment.
- Be qualified in CPR and basic First Aid for children.
- Encourage parent participation in the classroom, volunteering, sharing particular talents, and sharing learning opportunities outside the classroom. To attend all regularly scheduled Faculty meetings and in-service training.
- Develop, in consultation with the Administration goals and objectives for each school year which become the basis for evaluation.

Ren Web

Grades must be entered AT LEAST weekly for grades 3-9. K-2 teachers are encouraged to enter grades as appropriate to ensure parent communication.

Additional Non-Instructional Duties

Duties teachers are expected to perform shall include but are not limited to:

- Promotional ceremonies
- Conference with administration
- Supervision of students before, during, and after school
- Faculty meetings/Staff meetings
- Parent Teacher Conferences
- Open House
- Back-to-School Night
- In-service Meetings
- Actively serve on one school committee.
- To receive semi-annual evaluations from the Administrator. This includes 2 formal classroom evaluations.
- To maintain an open classroom, understanding that the school has many visitors and that classrooms reflect who we are and what we do.
- To participate in general parent meetings and special evening presentations sponsored by the school.
- To exemplify the best ideals of the teaching profession.

Teacher Assistant Job Description:

Reports to: Teacher

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups of students to assist them in achieving the skill levels appropriate to their needs.

To assist the teacher in providing a well organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

- Work with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher. The teacher outlines these activities/instruction.
- Supervises recess and lunch, as assigned.
- Assists with the supervision of students during emergency drills, assemblies, field trips, etc.
- Assists with large group activities as directed by the teacher i.e. reading aloud, math fact drills, etc.
- Keep bulletin board and other classroom learning displays up to date.
- Assist/supervises students in the media center and computer lab.
- Checks/corrects paper (minimal), run off papers (minimal), and supervises testing and makeup work, as assigned by the teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students and teachers as is expected of fully licensed teachers.
- Participates in staff development, as assigned.
- Assist the teacher in other areas, as assigned.

Other Procedures

Attendance Records

- **Daily Attendance:** Teachers are required to take attendance daily. If a student comes in late and doesn't have a Tardy Slip from the office make a record of the tardy. Students having excessive tardies over 5 per quarter with no excuse should be referred to the office.
- Attendance sheets must be entered on Ren Web by 8:45 each morning for advisory classes and all of elementary. Middle school teachers must take attendance at the start of each class period
- **Absences:** Students are expected to bring an excuse note to the office on the day following an absence to receive an Admit Slip. Do not let a student into class without an Admit Slip. If the student brings in a note from the parent, send the note with the child to the office for an Admit Slip.
- **Tardies:** Students that arrive after 8:05 A.M. are marked tardy "TU" on the attendance record unless the student is accompanied by a note from the parent then "TE" is entered in the attendance section. Make sure students are aware of our tardy policy. Be consistent! Inform students that parents will be notified if they persist in being tardy. As a classroom teacher, you have the responsibility to encourage punctuality. A student will be considered tardy if he/she is not in his/her desk when the late bell rings at 8:05 a.m. Students arriving after the start of school (8:05 a.m.) must check in at the Main Office to obtain a tardy slip before being admitted to the classroom. A parent must accompany and sign in students arriving more than fifteen minutes late. This is for the safety of each child and to ensure that your child has been under proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the director.

Care of Children in Case of Injury or Illness

First aid supplies are kept in the front office. The teacher may administer minor first aid. Depending on the nature of the illness/injury, a child should be accompanied to the office by a teacher or another adult or child for additional care as necessary.

Faculty Dress Code

Standards of Dress and Grooming: As fads and extremes of dress and appearance tend to attract improper attention to the individual, the Lakeview Academy requires its personnel to conform to standards that avoid extremes and exemplify personal cleanliness.

Faculty and staff shall be well groomed and expected to dress in a professional and appropriate manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school director

Guidelines:

- Whiskers: Neatly trimmed beards and mustaches.
- Hair: Must be clean and well groomed.
- Clothing: Must be clean, neat and modest (no underwear, midriff showing). Please dress in business casual attire. Jeans, exercise wear, cargo pants, sleeveless shirts, shorts, t-shirts, low cut or other revealing clothing is not acceptable. Shoes should also reflect professionalism, flip flops or other casual shoes are not acceptable. Casual wear, **including jeans may be worn to special activities as approved by the director(s).**
- Footwear: All personnel are required to wear appropriate footwear, no flip-flops.

Faculty Meetings

Full faculty meetings will be held as needed. The purpose of these meetings is communication, curriculum discussion, in-servicing, and sharing information. It is the responsibility of all faculty to attend these meetings.

Homework

Lakeview believes that homework is a valuable tool in helping students makes the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's responsibilities:

4. Provide approximately 10 minutes of homework material Monday through Thursday per grade level. (i.e. 10 minutes for 1st grade, 30 for 3rd grade, 60 minutes for 6th grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)
5. Make sure students understand and know how to complete assignments independently.
6. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

5. Be sure they understand the assignments.
6. Complete the assignments. This includes any unfinished classroom assignments from that day.
7. Turn assignments in by the specific date due.
8. Complete 20 minutes of reading per day.

Parent's Responsibilities:

4. Help set up a consistent organized place for homework to be done.
5. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
6. Encourage, motivate, and prompt your student, but do not do the homework r for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

In the event that a student does not complete homework or turn in classroom work, the student may be required to complete assignments at recess or during enhancement Fridays.

Fundraising

Solicitations which come into the school, solicited or unsolicited should be reported to the director(s). As a common courtesy, anyone who contributes money, gifts-in-kind, or special gifts to teachers should receive a thank-you note from both the school and the teacher. No request for funds should go to parents or to other members of the community unless first cleared through the director(s).

Please see fundraising policy for additional information.

Visitors/Volunteers

All visitors & volunteers must check in at the office. Even familiar parents who are volunteering in classrooms need to sign in at the office prior to entering a classroom. Visitors who do not have students at Lakeview Academy need to be approved by director(s).

Arrival and Dismissal

Students may enter the building no earlier than 35 minutes before school begins (7:30 a.m.), Students **MUST** be picked up at the end of the school day by 3:15 p.m. In the event of an emergency, parents should call the school by 2:15 p.m. and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make

calls for last minute changes in plans for such things as play dates. Parents/Guardians who leave their children at school past 3:15 p.m. without making emergency arrangements **will** be assessed a fee as follows: \$10 after 3:15 p.m., \$15 after 3:45 p.m., and \$20 after 4:00 p.m. After 4:00 p.m. it is up to the discretion of the Director to contact the proper authorities. This fee also applies to extra-curricular activities: 30 minutes past due \$10.00 and 1 hour past due \$20.00.

Harassment Policy

Please see harassment policy on the website: lakeview-academy.com

Grievance Policy

Please see grievance policy on the website: lakeview-academy.com

Maturation Instruction

Growing Up Comes First is to be taught at three separate sessions when school is not in session with a permission slip required for each session. A board member or administrator will attend each session to make sure the integrity of the curriculum is maintained and followed. A two-week window will be given to parents to view the curriculum before the date of the presentations.

Open Door Guiding Principle

Lakeview Academy has an Open Door Guiding Principle for parents whose children are in the program. An Open Door Policy is defined as a parent's ability to come to school during school hours at any time to check on the well-being of that parent's child.

Parent Teacher Conferences, SEP's, and SEOP's

Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary. Please use the appropriate SEP and SEOP forms.

Closing of School

If the school is to be closed due to storms, road conditions, etc., information will be available on our website (www.lakeview-academy.com) or a recorded message at the school. Please call (801) 331-6785.

Checking out of School Early

In an emergency, parents are welcome to check out student from school early. We ask that they call the school in advance if possible so that the administration can notify and prepare the teacher and child with a minimum disruption to the class.

Birthday Celebrations/Holidays

Parents may recognize their child's birthday at the end of the school day (2:00 pm). Prior notice to the teacher is required and would be appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

Discipline

Please see discipline policy on the website: lakeview-academy.com

Policies

For a complete updated list of school policies please see website: lakeview-academy.com

Disclaimer

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, or any member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Employees agree to abide by any additional policies as they are adopted. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Employees will be notified if changes are made. The most current version of a policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Employees have the responsibility to read and become acquainted with the contents of this handbook, the student handbook, and the family handbook, add all policies listed on the web site and to abide by the policies as stated.

Please see last page.

At Will Employment

Nothing contained in this Employment Handbook is intended to create, or can create, any contractual or other legal rights. Employment by the school remains at will. Any procedure or practice, whether set forth herein, or not, is employed at the discretion of the Board of Trustees and its designee(s). Either party may terminate employment at any time, with or without cause, warning, or notice. Nothing contained herein creates any expectations of continued employment.

I have read and understand the foregoing statement titled "At Will Employment."

Signed _____ **Date**

I have read and understand the Lakeview Academy Charter.

Signed _____ **Date**

I have read and understand the Lakeview Academy Employee Handbook.

Signed _____ **Date**

I have read and understand the Lakeview Academy Family Handbook.

Signed _____ **Date**

I have read and understand the Lakeview Academy Student Handbook.

Signed _____ **Date**

I understand that Lakeview Academy allows for the employment of relatives, at no time is a relative allowed to supervise another relative. Lakeview Academy expects that all employees including relatives will work together in a professional manner.

Signed _____ **Date**

Please turn this page into the office to be kept on file at Lakeview Academy.



Lakeview Academy

527 West 400 North
 Saratoga Springs, Utah 84045
 801-331-6788 (office) 801-331-6792 (fax)

2011-2012

| August | | | | | September | | | | | October | | | | | November | | | | | December | | | | |
|--------|----|----|----|----|-----------|----|----|----|----|---------|----|----|----|----|----------|----|----|----|----|----------|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | 31 | | | 26 | 27 | 28 | 29 | 30 | 31 | | | | | 28 | 29 | 30 | | | 26 | 27 | 28 | 29 | 30 |

- Parent Teacher Conf.
- Holiday (no school)
- End of Term
- Professional Development (no school)
- First/Last Day of School
- Teacher Comp Day (no school)
- Early out day 12:30 dismissal
- Teacher Inservice Days

1st Term = 44 August 17th – October 18th
 2nd Term = 44 days October 19th – January 11th
 3rd Term = 44 January 12th – March 19th
 4th Term = 45 March 20th – May 24th

August - 17th First day of school
 September - 5th Labor Day
 September 21st-22nd Parent Teacher Conf.
 October - 20th - 21st Fall break
 October - 24th No School
 November - 23rd Minimal Day
 November - 24th - 25th Thanksgiving Break
 December 19th - 20th Teacher Comp Day
 December 24th - Jan 1st Christmas Break
 January - 16th Martin Luther King Day
 February 8th -9th Parent Teacher Conf.
 February - 20th Washington & Lincoln Day
 February - 21st Professional Development Day
 March - 12th Professional Development Day
 April 9th - 13th Spring Break
 May 24th Last Day of School

Director's Report

Education Coordinator Report – April 2011

- ❖ **Benchmark Assessing in progress**
- ❖ **Completed 2nd Gifted/Talented Class (2 down 2 to go!)**

Kindergarten

What amazing, smart, and ambitious kindergartener we have. It has been great seeing the kids think about the future as we prepared and hosted our first annual Kindergarten Job Fair. We can't wait to hear about all of the wonderful adventures (real or imagined) our kindergarteners will be having over spring break during our Toot and Puddle Suit Case project.

Classroom Activities and Concepts for March

- Pillar of Character Responsibility
- Never give up, positive mistakes, showing responsible behavior, and sharing responsibility.
- We will be scheduling a visit with the Saratoga Springs Police and Fire Departments to come host a Safety Day for our kindergarteners.
- We will be working on individual research projects focused on what we want to be when we grow up.
- We have had fun learning about St. Patrick's Day and rainbows

Classroom Activities and Concepts for April

- Pillar of Character Trustworthiness
- Weather Patterns
- Learning about Plants
- Adding two digit numbers
- Baby Animals
- End of the Year Benchmark testing
- Spring

First Grade

First grade celebrated Moms & Muffins with a play called "Mom Sense". They shared a book that they had created for their moms called *Some things Go Together*.

We are looking forward to our Dads & Donuts by working hard on some projects. Can't wait to share with them!

We have started our poetry anthology unit. Each student will be writing several poems for our classroom book.

Second Grade

Second grade has transformed their students in to real botanist. Their Brassica Rapa's have bloomed and real bees have visited the classroom. With great success we are excited to continue this life cycle.

We have spent the month of March enhancing different health aspects. We are grateful for all the parents that have helped with our cooking class. We have also talked about hygiene and teeth, our body, and mentally being healthy.

We are wrapping up our unit on weather and mapping skills.

Third Grade

3rd grade is a great place to be this year! We are having a great time building on and learning new skills. We have been focusing on writing in various styles. We practiced our persuasive writing and made very convincing commercials. We will be working on biographies and autobiographies and then comparing and contrasting our life to our oldest relative. We are practicing being good editors and learning the proper techniques and symbols.

We will be starting a unit on freedom. We will be reading many stories and doing activities that reinforce this important concept. We are learning about simple machines and will be discussing living and non-living organisms and environment. We continue to learn new sports and sportsmanship through hockey and will be discovering the parts of the heart in the coming month.

We have enjoyed the wonderful various parents who have come in to help teach us the arts! We have been studying card making, photography, dance, sign language, and painting. Thank you all! We couldn't do it without you!

Fifth Grade

March

- The fifth grade started the month off by taking the Direct Writing Assessment (the state writing test for 5th grade). The essays were well thought through and clearly written. GREAT JOB 5th GRADE STUDENTS!
- We read about Jazz and Blues music this month and had a visit from a professional musician. The musician showed and demonstrated several wood wind instruments and the students got excited as he played familiar songs like the Star Wars theme.
- For one of our Enhancement days this month we had a hearing impaired parent come teach the students about what it's like to be deaf. He brought an interpreter

with him who not only interpreted but also taught the students The Pledge of Allegiance in sign language.

- In science the students have been learning about electricity. They made their own electrical circuits and demonstrated how electricity is generated.

Sixth grade

*Science unit on the moon, sun and seasons; Field trip served as our introduction.

*Social Studies is now studying the Roman Empire

*NOVA is moving quickly toward graduation; Remember students have a choice to participate in the “no TV, electronic games, etc.”

*healthy living contracts are due and will continue studying nutrition

*Report card period ends 3-23: all work due 3-18

Thanks for all you do

6th grade teachers

Elementary Art

The young art students learned about the Paul Gauguin and his friendship with Vincent Van Gogh this month. We compared and contrasted their lives and art work. The students noticed that they both use primary colors in their art work. The students found Paul Gauguin’s colors and symbols surprising. Now the students are creating their own landscape paintings influenced by his work beginning with the primary colors. These works will be on display during our Visual Art Night, March 30, 31.

Fifth and Sixth grade students are just completing tissue paper cityscapes inspired by the work of Jacob Lawrence. And will begin portraits inspired by Paul Gauguin next week. The sixth grade sketchbooks are becoming a delightful cumulative assessment of their artistic talents. The students are beginning to allow their personalities to shine through their drawings. I am beginning to see some exciting results.

Music

Our Spring Musical, ‘Once Upon a Mattress’ (The school version) opens at the end of March! We are EXCITED!!!! For those who are not familiar with this musical, it is the story of the Princess and the Pea. Chipper Brown is our prince and Alayna Robb is our princess. Courtney Fowler and Andrew Peterson are the King and Queen, Sariah Jensen and Daniel Rasmussen are Lady Larkin and Sir Harry. Other characters of note include Sam Boyden (the Wizard), Esteban Valchez (Minstrel), Chandler Hertzler (Jester) and Faith Boren (Princess #12). If you need volunteer hours, we need sewers, set painters, green room moms and dads, ushers, ticket sellers, etc. Contact the school or Mrs. Garner.

Middle School

Math and Science

Dear Parents,

The towers that your students have been so diligently working on are now starting to take shape. Some great designs are being created. It is exciting to see the work the students have put into this project. As you know, the balsa tower project, along with the research essay paper, are helping students explore the fields of architectural engineering and design. It is wonderful to see the students who have thrown themselves into this project. In essence, your students have taken upon themselves the role of designer, and then transferred into the role of construction worker to apply what they have designed.

A-Day (Fridays) towers are due on the 18th. They will then be judged according to the designs submitted to the instructors. Along with the towers, a 500 word essay was also required to investigate how “structure” is used in all cross disciplines of industry. Such structure is defined in art, history, government, science, anatomy, engineering, language arts, music, and numerous other fields. Structure is all around us, and incorporated in to all aspects of our everyday lives. It is exciting to explore this line of thought.

After the grading of the towers against the students plans and designs, we will have the exciting opportunity to crush the towers and see just how well they can stand up to an applied pressure. All data will be recorded and saved. It will be exciting and fun to watch.

History

Student Government- We will be learning about the Bill of Rights and what they mean to each of us. We've been reading our Constitution and learning what each branch of the government does. Each student has their own pocket constitution so take some time and read with your student. You may be surprised by what is in there!

U.S. History- 8th grade

Students are researching about life during the Civil War era. Students will then present these to the class. Each student will chose a person and reenact this person. How did they dress, speech, opinions about slavery and the war. Each student will become the person they have researched. A rubric with questions to answer and some ideas was given to each student so look for it and help them out. It should be fun! Students will also be memorizing the Gettysburg Address. It's probably one of the best two minutes talks ever given.

Study Skills- Students should be using their planners and having their parents signing them. We're learning about time management and listening skills. Students have learned some needed skills to help them in school and life. Ask them about it.

Geography for Life- We're finishing up our tour of Europe and will soon be moving to South America. One way to help your student with geography is to follow current events and find them on a map. Have maps available in your home. With some of the recent natural disasters you may want to send or donate help. This would be a good opportunity to show your student that people around the world aren't that different from us. We all have the same basic needs.

Foods

We are still going strong and learning a ton on our journey. We just finished up our "Getting to Know the Kitchen" unit which included identifying kitchen utensils, defining cooking terms, broiling labs, abbreviations, substitutions, equivalents, and our leavening science experiments with yeast. We are starting our small appliance and microwave cooking units next. Go Lions!!

Computer Technology

Computer Technology has been learning about the Internet and how to send e-mails.

Yearbook has been working hard. The deadline is almost here and we will be ready. If you haven't bought a yearbook, please hurry and buy one. They are awesome.

Computers in Business have been participating in the Stock Market Game. We are also in the process of writing a Business Plan for a personal business.

Intro to CTE just finished a unit on Child Care. We had a lot of fun learning about first aid, safety hazards, and how to take care of an 'egg' for a week.

Drama

The Drama class has their first monologue performances this month. So Fun! Get your Drama kids to perform for you!

The Middle School Choir is learning basic music theory – music symbols, note reading, intervals, etc. plus the elements of good singing.

Mark these dates are your calendar:

Wednesday March 30, 7:00

Thursday March 31, 1Pm for grades K-4

Thursday, March 31 7:00

Friday, April 1, 8:30 for grades 5-9

Ticket can be purchased at the door - \$3 adults, \$2 students / children

Health/P.E./Spanish/Communications

Communications:

- Speeches

- Email/technology usage

Spanish I/II:

- estar and haber + past participles
- Spanish reading

Health:

- Smoothies for class healthy choices
- Food Guide Pyramid

PE:

- Presidential Fitness
- Aerobics/Yoga

English/Creative Writing

7th grade students are learning how to read text features in informational text. They are completing work in their literature circles, and have finished story mapping and writing. The 8th grade is beginning an exciting new project; we've taken subjects of interest and applied the necessary learning objectives from the Utah core. The students have written an education plan using language arts goals in various subjects, from debate and law to mechanical engineering to foods and nutrition. Each student is responsible to read and write in their chosen topic, learn vocabulary and then present their findings to the rest of the class. The 9th grade has been working on research papers with the topic of human rights abuses in the last 20 years. Creative Writing continues to create amazing stories and small pieces of writing.

Art Studio

Middle School students just finished making art around a bird theme. Each student chose a 2-D (printmaking) or a 3-D (mask making) focus. The resulting print series are hanging in the case in front of the office and the masks will be displayed at the Visual Art Night, March 30, 31. Some of the students have begun to make charcoal grid drawings of their favorite dog breed and will then draw a portrait. We just returned from a field trip to the Springville Museum of Art where the Middle School students saw the annual High School art show. The students did a principles and elements of art scavenger hunt at the museum and created their own sketchbook drawing inspired by the art works in the exhibit.

FACILITIES MANAGEMENT REPORT

The process of planning and developing the portable building continues to develop. Mr. Stone, Lisa Smith, and I had a meeting in which we discussed different aspects of the project. We went over some preliminary site plans showing different options based on square footage available, number of class rooms required, plumbing options, utility hook

up and other requirements. Based on this information, the area on the west side of the K-pod is the focus. I have provided the task force with these site plans as a good starting point. Corey Fullmer and Mr. Stone have met with a builder that has built portables buildings for other school districts. These are portables that are built on-site and can be designed to our specific needs. He will be providing us with a bid this Thursday.

We have had volunteers out already helping with the landscape. They were able to do some pruning work on the dogwood shrubs around our building. These will need to be thinned and pruned each year now to help control their size. The plants can grow to seven or eight feet tall and four to five feet wide.

Our regular landscape maintenance will start the first week in April.

We have had several roof leaks which have been repaired.

Plumbing and electrical repairs have been minimal with routine maintenance and repairs remaining consistent through the month.

Our building continues to be a clean and safe environment for students, faculty, and staff.

Enrollment Report

| Grade | Current Enrollment | Sibling Waitlist (2010-11) | Students Lost | Reason for Exit | Students Gained |
|--------------|---------------------------|---------------------------------------|----------------------|-------------------------------|------------------------|
| K | 77 | 1 | 0 | | 0 |
| 1 | 76 | 9 | 0 | | 0 |
| 2 | 97 | 0 | 0 | | 0 |
| 3 | 98 | 0 | 0 | | 0 |
| 4 | 93 | 0 | 2 | Homeschool/public transfer | 0 |
| 5 | 75 | 0 | 0 | | 0 |
| 6 | 67 | 0 | 1 | Homeschool | 0 |
| 7 | 45 | 0 | 1 | Homeschool | 0 |
| 8 | 44 | 0 | 0 | | 0 |
| 9 | 5 | 0 | 0 | | 0 |
| Total | 677 | 10 | 4 | | 0 |

Lottery Report

| Grade | Lottery Count | Sibling Waitlist (2011-2012) | Spots Available | Spots Offered | Returning Students | Projected Enroll. | Desired Enroll. |
|--------------|---------------|---------------------------------|--------------------|---------------|-----------------------|-------------------|--------------------|
| K | 226 | 2 | 76 | 76 | n/a | 76 | 76 |
| 1 | 76 | 2 | 0 | 0 | 75 | 75 | 75 |
| 2 | 72 | 0 | 0 | 0 | 75 | 75 | 75 |
| 3 | 51 | 2 | 3 | 3 | 97 | 100 | 100 |
| 4 | 42 | 0 | 4 | 4 | 96 | 100 | 100 |
| 5 | 34 | 0 | 9 | 9 | 91 | 100 | 100 |
| 6 | 18 | 1 | 1 | 1 | 74 | 75 | 75 |
| 7 | 30 | 0 | 16 | 16 | 59 | 75 | 75 |
| 8 | 6 | 0 | 31 | 6 | 44 | 50 | 75 |
| 9 | 7 | 0 | 11 | 7 | 39 | 46 | 50 |
| Total | 562 | 7 | 151 | 122 | 650 | 772 | 801 |

Lakeview Academy

Employee Handbook

2011-2012
School Year

Lakeview Academy
527 W. 400 N
Saratoga Springs, UT 84045
www.lakeview-academy.com

Mission Statement

Our mission is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity and character development.

Capable: A student who is knowledgeable, inquisitive, and an open-minded problem solver.

Confident: A student who is able to approach situations with courage, integrity and a strong sense of self-worth.

Contributing: A student who is caring, responsible and proactive in his/her family and community.

Philosophy

Our philosophy is education should be individualized so each student can maximize his or her learning potential. We believe in building a strong foundation on the "basics" to establish successful, lifelong learning. We also believe that the school environment should be well rounded. Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below:

Communication- reading, writing, speaking, and listening

Reasoning- mathematics, science, and technology

Culture- history, art, music, and foreign language

Personal Development- study skills, character development, social skills, and community service

Non-Discriminatory Policy

Lakeview Academy admits students of any race, color, national or ethnic origin and honors all the rights, privileges, programs and activities generally accorded to, or made available to, students in the school. Lakeview Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic teams, or other school administered programs.

What is a Charter School?

Charter schools are public schools created by a group of parents, teachers and/or community leaders who see an educational need in their community and want to meet that need. To operate, charter founders must submit an application for approval by the State Charter School Board or the board of a school district. Like other public schools, charter schools serve students from kindergarten through the 12th grade.

Charters schools offer parents and students additional choices about where students attend school and the school's curricular emphasis. They allow educators freedom to try new strategies to inspire students and to experiment with innovative ways of educating students. Also, charter schools allow individuals and organizations outside of the traditional education system to create and run public schools.

Responsibilities of the Board of Trustees

The Board of Trustees is responsible for the overall operation of the school and its financial viability. Any authority not mandated by statute or State or District policy either resides with the Board of Trustees or is delegated by the board. The Board of Trustees may choose to withdraw decision-making authority and/ or management responsibility of a subordinate(s) from an individual or group to whom authority has been delegated. Some of the responsibilities of the Board of Trustees are:

- Guide and ensure the implementation of Lakeview Academy's charter
- Guide and ensure the success and mission of Lakeview Academy
- Approve the school's yearly goals and improvement strategies as established by the Director
- Make all major school policies
- Conduct, manage, and control the affairs and activities of Lakeview Academy
- Establish rules, regulations, and policies
- Elect Trustees, appoint committees, and delegate authority
- Enter into contracts, leases, and other agreements which are, in the Trustees judgment, necessary or desirable in advancing the interests of Lakeview Academy
- Amend the corporation's bylaws as deemed necessary
- Hire employees and renew employee contracts
- Report to the State as required
- Oversee the Director and the Lakeview Academy Site Advisory Council
- Manage any elections
- Manage conflict resolution of issues in the school community
- Monitor and measure the school's three year charter implementation plan, which will be developed by the school's Director

Lakeview Academy Charter School Employment

The Employment Relationship

This general statement of policy applies to all employees of Lakeview Academy Charter School by joining or continuing employment with the Lakeview Academy Charter School each employee agrees to follow official policies and practices which may be in force at any time.

- Unless otherwise provided in a written Employment Agreement, all employees should remember that the employment relationship exists by mutual agreement. Consequently, either party can terminate the employment relationship at will, at any time, with or without notice. This manual therefore does not constitute an agreement for continued employment or any employment of any length. No one is authorized to change that at will nature of the employment relationship unless it is done in writing and signed by the Director and Board President.
- Lakeview Academy, operating through its Board of Trustees, may establish policies, guidelines, procedures, and regulations for the operation of Lakeview Academy. When Lakeview Academy, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training, and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure. The employees of Lakeview Academy understand and acknowledge that the Lakeview Academy retains its status as an at-will employer at all times.

Equal Opportunity Employment

Lakeview Academy Charter School is an equal opportunity employer. This means that employment decisions are based solely on qualifications for a specific position, and not on age, gender, race, color, ancestry, religion, sexual orientation, marital status, national origin, or any medical condition or physical or mental disability which does not directly affect a person's ability to meet the specific requirements of the position. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, advancement, training, transfer, discipline, layoff, and discharge.

- **Disabled Employees:** Lakeview Academy Charter School will make reasonable accommodations for disabled employees. If you require accommodation, it is your obligation to contact the Director. You will be asked to provide appropriate documentation.
- **Reporting Violations:** The equal employment opportunity officer is the Director. If you believe you have been discriminated against on any impermissible basis, including any of the basis identified above, please report it immediately using the procedures for reporting complaints: http://www.eeoc.gov/charge/overview_charge_filing.html

Full-Time Employees: Employees whose employment agreement schedules 32 hours or more of work in a given work week during the school year.

Regular Part Time Employees

Employees who are regularly scheduled a minimum of 20 but fewer than 32 hours per week during a 10-month period

Personnel Files

Employee files and benefit records are considered confidential.

Teaching Licenses

Teachers have been hired with current Education Licenses in the state of Utah, or teachers have been hired with the understanding that they would pursue an ARL (Alternative Route to Licensure). Taking and passing necessary tests, and taking necessary course work to maintain this credential is the teacher's responsibility.

Teachers Responsibilities:

- Correct and update personal information
- Social Security Card
- Picture ID
- Employment eligibility verification (I-9)
- Original copy of current contract
- Copies of all academic records, credentials, degrees
- Copies of current academic licensing
- Background check
- Enrollment into benefits program (as applicable)
- Other forms as necessary

Inspection of your File and/or Benefits Records

You may inspect your own personnel file by making an appointment with the director and stating your desire to review your file. Files will be inspected in the presence of one of the employees of the office and may not be taken out of the office. Benefit information, such as sick leave records, personal days used, or hours worked may also be reviewed. The school will make all reasonable efforts to accommodate requests.

Hours of Work

Being on time for work is a professional responsibility. Please notify the office if you are going to be late. School operating hours are from 8:00-2:45, Monday-Thursday. Teachers are expected to be on campus and available from 7:30-3:15, Monday-Thursday (one-half hour before and after school hours). Friday schedule will be from 7:30 – 1:00. Wednesday professional development/collaboration meeting will be from 3-5 pm.

Concurrent Employment

Lakeview Academy has no objections to an employee holding another job as long as he or she can effectively meet the performance standards for his/her position at the school. However, concurrent employment is prohibited where there are conflicts of interest that could be unfavorable or damaging to the school and impede a teacher's ability to perform his/her assigned duties.

Telephone Usage and Telephone Messages

We encourage you to use school phones and Ren Web to communicate with parents and for other necessary school business. These phone calls should be before or after school, during a lunch break, etc. Phone calls are inappropriate during teaching time. Please let the office know if you are making school-related long-distance calls.

Cell Phones:

We realize that everyone has one, and likes to have one to be available for family emergencies etc. However, ringing cell phones are disruptive to the learning environment. If you must carry one with you have it on vibrate and take the call at an appropriate time. Of course, in the case of an emergency, do what you need to do. Texting, games, watching videos, movies, etc. are inappropriate during school hours, and will result in a negative notice in your personnel file.

Messages:

Messages will be taken for you and placed in your box by the office personnel. In the case of an emergency the message will be delivered to you. Please limit calls coming to you during school hours to work related calls.

Phone Answering: When answering the phone, please remember that you are representing Lakeview Academy to the caller. Always answer the phone with a greeting, the name of the school, your name, and "How can I help you"

Student Use of Classroom Phones:

All office phones are reserved for business purposes. There is a student phone located in the lobby area. Students wishing to use the student phone need to obtain a hall pass before being sent to the office. The classrooms have phones and students are discouraged from using them except in the event of an emergency. Please let the office know if you are allowing a student to use a classroom phone.

Emergencies:

In the event of an emergency in your classroom, please call 911 from your classroom phone. It is not necessary to call the office first. Once 911 has been called, send a student to inform the office with details so they can contact parents and send appropriate staff to support. Someone in the classroom should remain on the phone with 911 dispatch until the paramedics or authorities arrive.

Blood borne Pathogens Exposure Control Plan

Universal precautions will be observed in this school to prevent contact with blood and other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Chemical Exposure

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at the school. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following controls will be used: gloves and hand washing.

Child Abuse Reporting

The Child Abuse Reporting Law requires certain professions, including teachers, school administrators, and any child care custodian, to report suspected abuse to the proper authorities. The reporting law requires the child protective agency first receiving the report to cross-report to other child protective agencies and to the district attorney. All reports are to be made by telephone immediately or as soon as practically possible and in writing within 36 hours using required forms. The Utah hotline number for reporting abuse is: 800-678-9399. The

administration may assist with this process; however, you are the only person that can fill out the written report. The legal responsibility of reporting ultimately falls upon the person who witnessed or suspected the abuse. Utah law 62A-4a-412 ensures that the anonymity of those reporting or investigating child abuse or neglect shall be preserved.

Drug and Alcohol Free Workplace

It is the expressed policy of the State of Utah to create and maintain a drug-free workplace, as required by the Drug-Free Workplace Act of 1988. The possession or sale of alcohol and other illegal substances on school property is prohibited. Furthermore, employees may not report to work under the influence of such substances. Any employee violating these standards is subject to disciplinary action up to and including termination.

Smoke Free Campus

Lakeview Academy is a smoke-free campus. Staff, parents or visitors are not allowed to smoke anywhere on the school grounds. Additionally, smoking is not permitted while supervising the children in a school- sponsored off-campus activity. Violators will be subject to state laws.

Emergency Plan

While we do not expect a natural disaster (such as an earthquake) or man-related disaster (such as a chemical spill) to occur during school hours it is nonetheless necessary that we establish a plan for operation under such conditions. A copy of the School Emergency Plan and Procedures will be available in the office and in each classroom. In addition, a campus exit route map is posted in each classroom above the light switch. Please see emergency plan binder for more information

Fingerprints: Utah Criminal History and National Child Protection Act Background Checks

Utah Law 53-10-108 allows qualifying entities to request Utah criminal history information. Public law 105-251, the Volunteers for Children Act which amended the National Child Protection Act of 1993, was enacted October 9, 1998 to allow these same qualifying entities the right to request fingerprint-based national criminal history record checks of their volunteers and employees. There are several options available. Please see the school secretary for more information

Professional Behavior and Communication

Professional behavior in regards to confidentiality includes:

- Conversations about student behavior, diagnosis or academic work are to be shared only with that student's parents, the Administrator or another teacher or staff member who is working with that student. Be careful as people will ask you for information that is confidential. Conversations containing sensitive information should be held in a private setting.
- Information in students' cumulative folders and records are confidential and available to the child's parents and Administrator only. These folders are available upon request and **may not to be removed from the office**. There is a sign out sheet located in the front of each file to track who may be viewing the file. Please be sure to sign the form each time you review a student's file.
- All diagnostic information and medication information is confidential
- Communication problems or other issues that may occur between faculty members, parents, Board of Trustees, and staff should be resolved directly with the persons involved and as soon as they occur. Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy*.
- Parents who bring problems to the director about a teacher should be initially referred back to the teacher for communication about this problem. Parents who bring problems to the Teacher about the Director (s) should be referred to the director(s). Please make mature, professional choices when dealing with potential conflict situations. When issues occur that appear irresolvable, *please follow the steps outlined in the school's Grievance Policy*.

While employed at Lakeview Academy it is inappropriate to discuss with other employees, my or others' compensation levels, bonuses received, counseling records, supervisory guidance, or other matters related to any specific term of my or others' employment with Lakeview Academy.
Child Custody Cases

Lakeview Academy cannot prevent (or physically restrain) a parent from removing a child from the premises unless we have a copy of a court order prohibiting it or, in our judgment, the child is in immediate danger of bodily harm. If we do have a copy of a court order, we are limited to explaining that the authorities will be called and the other parent notified.

Video Policy

The Board of Trustees recognizes that video and multimedia presentations can be an important part of classroom instruction, adding variety and helping students see ideas and concepts in several ways. The Board of Trustees also recognize that the best way for students to learn is to have information presented in several ways guided by excellent teachers and supplemented with student-completed exercises that apply concepts taught. The Board of Trustees therefore adopts the following policy relating to the use of videos in class.

Videos should be used sparingly and must be approved by administration prior to being shown to students. Videos should only be used for educational purposes. Administration will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise.

Prohibited Items

- Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, or occupation.
- Any sectarian or denominational doctrine or propaganda contrary to law.
- Material which contains or implies excessive violence, sexual situations, or improper language.

Supplies

Each new teacher will be outfitted with startup supplies as well as having access to general supplies and tools available in the workroom such as butcher paper etc. If there is an additional need for supplies each teacher will have an additional classroom budget as determined by the board of trustees. For all needs above and beyond amounts allocated, an order must be turned in at the office for approval by administration. Please be frugal!

Copying Materials

We have copiers available to reproduce classroom materials. Please be frugal in the use of the copier while meeting the educational needs of the children. Remember it is Lakeview Academy policy to abide by all copyright laws. Please do not use the copiers for personal copies. Codes will be issued to track copier and paper usage. Personal copies may be made at the cost of \$.10 per copy. Please see the office before using the copier for personal use.

Lamination

There will be a clipboard located near the laminator for tracking usage. Please list the date, your name and footage used. Personal lamination can be done at the cost of \$1.00 per foot. Please see the office before using the laminator for personal use.

Personal use of printers or other equipment and supplies is not permitted.

Animals in the Classrooms

Animals in the classroom must have the director's approval. The following are some guidelines:

- Teachers accept responsibility for all animals.
- Animals may be brought into the classroom for a single day as a part of a specific lesson, but not kept overnight. Do not bring in animals that can bite, unless caged in a way that biting would be impossible.
- Small animals, such as silk worms, may be kept in the classroom if they are being used as a part of our adopted science program.

- Service animals and therapy animals may be brought in for a day with approval from the Administrator

Salary and Benefits

Holidays

Holidays are observed as per the current school year calendar. Paid holidays for contracted faculty members are built into their salary schedule.

Worker's Compensation Insurance

If you are injured on the job, your medical and hospital expenses and a portion of lost salary may be payable under Worker's Compensation Insurance.

Reporting an Injury

You are responsible for reporting any job-related injury to the office immediately.

- You will be asked to fill out a simple accident report form.
- You will receive a pamphlet which will give you additional information about your rights under Worker's Compensation Insurance.
- You should report any injury in a timely basis, even minor ones not requiring immediate medical attention, so that appropriate records can be kept. Should a minor injury develop into a more severe problem, you and the school may be in a better position to make a claim.

Returning to Work

If you have missed work due to a job-related injury, you must have a written release from your primary physician stating that you are able to return to work. Any restrictions placed on your activities may have to be assessed by your supervisor at the school prior to the school's approving your return. Employees may not return to work without such approval.

Benefits Policy

Please see **Benefits and Leave Policy on the website: lakeview-academy.com.**

Absences

It is the responsibility of each employee to notify the office manager or administration if they are going to be absent. It is the responsibility of each employee to acquire their own substitute and supply that said substitute with plans and procedures to accurately fulfill their responsibility. It is also the responsibility of each employee to fill out a leave request at least 24 hours in advance when possible. If the absence does not have prior approval, a leave request must be filled out on the first day of returning to work with the understanding that notification must be given to administration regardless. Failure to notify the administration before not showing up to work is grounds for reprimand including dismissal.

Pay Practices

Payroll Cycles:

Lakeview Academy works off of two payroll cycles. One for Salaried Employees and one for Hourly Employees.

For Salaried Employee's Lakeview runs off of a monthly cycle dependent on the given month. For Example: A paycheck on April 1 would be your pay for March 1 – March 31st.

For Hourly Employee's, in order to facilitate payroll on the 1st of the month, your payroll cycle will run from the 25th of one month through the 24th of the next month. For Example: A paycheck on April 1 would include your pay from February 25th – March 24th.

Pay Days:

Paydays at Lakeview Academy will always be on the 1st of the month, unless the 1st falls on either a weekend or holiday. In those cases payday will be on the Friday before the holiday. Paychecks (or direct deposit vouchers) during the summer will be mailed home to employee's unless otherwise requested by the employee.

School Year 2011-2012

School Year 2011-2012

September 1, 2011
September 30, 2011
November 1, 2011
December 1, 2011
December 30, 2011
February 1, 2012
March 1, 2012
March 30, 2012
May 1, 2012
June 1, 2012
June 29, 2012
August 1, 2012

Raises

Pay increases will be based on performance evaluations, cost of living increases, budget availability, and will be figured into subsequent yearly agreements. Substitutes are paid at a flat rate and are not subject to negotiation.

Professional Development & In-service Training

Professional development and in-services training are scheduled throughout the year.

- Lakeview Academy is committed to supporting the professional development of all employees, both through providing activities at the school and encouraging participation in learning activities outside the school.
- The administration encourages staff to join technical and professional organizations and, consistent with the discharge of their duties to the school, to participate in the affairs of such organizations and to make advancements in their chosen field. The payment of dues for private membership in professional or technical organizations is the responsibility of the employee, unless the employee is selected by the administrator (director) to represent the school through an institutional membership of affiliation.
- Employees may apply for authorization to attend any type of professional or educational activity that will involve professional growth or help fill a need of the school. Travel and expenses will be reimbursed according to budgetary considerations as negotiated with the administrator (director). Requests to attend workshops must be approved by their immediate supervisor and certificates of completion must be handed in to the office. Employees who attend professional growth opportunities are expected to share materials.

Faculty Duties and Responsibilities

Teachers

The role of the teacher is to provide for children a high quality education, in an environment that is not only safe, but also in an atmosphere that understands disabilities and different learning abilities or styles and allows students opportunities to expand their educational horizons.

It is the obligation of the teacher to work in concert with the Director/Board of Trustees, and the State Board of Education. Teachers are to follow the guidelines, policies, and laws (including Utah State rule R277-515) as set forth by the director, Board of Trustees, and State Board of Education.

The Teacher will report directly to the director(s) over their respective school. The director will be responsible for the ongoing evaluation and adherence to the school philosophy and policies. The Educational Coordinator will be responsible for the monitoring of the classroom teaching and working with the Teachers to fully implement Lakeview Academy's charter and school curriculum.

Classroom Responsibilities

- To understand student learning needs.
- Never be alone with a student in a closed room or classroom; leave the door open, or meet in a place with others around.
- Doors should be locked whenever you leave your room.
- Students should NEVER be left in a classroom without adult supervision or placed outside the classroom door unless in direct vision of the teacher.
- If you have an emergency, send a monitor to get another adult to cover your class.
- Do not give keys to the students.
- Turn off lights whenever you leave your room.
- Use air conditioning and heating when needed making certain that you close the doors to conserve energy.
- General appearance of your room should always be neat and clean.
- Maintenance or repair problems should be reported to the facilities manager. Report all problems immediately before they become big problems.
- All requests or complaints regarding custodial services are to be made through the office in writing.
- Care of furniture--students are responsible for clean desks. Damage should be reported to the office. The student may be required to pay for repair or replacement of damaged items.
- You must keep all of the pathways in your classroom clear with no clutter as per the fire marshal.
- The primary responsibility of the teacher is to supervise the children in her/his care. Wherever they may be on campus, whether in the library, computer room or playground, your responsibility for their direct supervision remains. They cannot be left in the care of a parent, unless the parent is PALS II certified. Please be constantly aware and vigilant in order to protect the safety and well being of our students.
- Please refrain from eating and drinking anything other than water in front of our students during class time.

Curriculum Responsibilities

- To understand the complex learning patterns of children and to provide an academically rigorous education for each student at his/her learning level.
- To work with the Educational Coordinator and staff to develop and implement a school curriculum that reflects the school philosophy, addresses the educational needs of the students, as well as the Utah State Core Curriculum Standards in a thematic approach that allows teachers to teach and students to learn.
- To evaluate the individual needs of the students, develop an educational learning plan that addresses those needs and reflects the curriculum.
- **Lesson Plans: Daily lesson plans need to be available on Ren Web. Lesson plans need to be available for the educational coordinator or director upon request. Take care to include a clearly stated objective which is aligned with the Utah State Standards. Make it specific enough that if you were to suddenly become ill someone could teach from that plan. (Have emergency plans available in the front office)**
- Develop classroom thematic units for the entire school year.

- Textbook Procedures: Textbooks will be issued to each student through the teacher to be used in school. Students are responsible for the texts and are expected to maintain and keep them clean and damage-free. Teachers are responsible for the condition of textbooks in the classroom. For lost and damaged books, a letter will be sent home explaining the loss and cost of replacing the textbook. Upon receipt of the replacement cost, the student will be issued a new book. Direct all payments to the office. Teacher should keep accurate records of student book assignments and should perform an end-of-the-year inventory of texts books.
- Provide for classroom learning opportunities that are child-centered, age appropriate, and challenging for each student.
- Create a classroom environment that reflects enthusiasm for learning and the creativity of the teacher as well as the individuality of the students.
- Be available for faculty and team meetings as scheduled.
- Research and utilize the community resources available to the school and plan and organize field trips that are curriculum appropriate and expand the learning opportunities of children.

Communication Requirements

- To maintain a working knowledge of the school and be able to fluently answer questions regarding your programs, interventions, etc. If a teacher recommends a particular treatment, intervention, etc. the school can be held financially responsible for providing that treatment.
- Maintain communication with all parents. This communication may take the form of newsletters, phone calls, and special notes home. **Newsletters need to be sent weekly!**
- Parent Letters: A copy of any letters going out to parents should be reviewed by the Administrator(Director). Any letters sent home with your class or grade level, and especially letters about events or activities, should be given to the office staff. In order to field phone calls they need specific information so we can respond to parent inquiries. Please be consistent with this as it keeps us aware and able to support you
- Regularly schedule parent conferences, held twice a year during the school year, can be in tandem with IEP meetings or separately.
- **Parent Contact Logs:** You should keep parent contact logs to record contacts you have made throughout the year. This log should be kept in a location that is convenient for you. Positive phone calls to parents are very powerful communication links. When communicating with parents keep the overall tone of the conversation positive. If you must report something negative, preface it with a good comment. We encourage the use of Ren Web and email for parent communication.
- To communicate to students and parents the classroom expectations regarding academic performance, conduct, and classroom interaction with other students and the teacher. All teachers should send home a disclosure document the first week of school
- Student Portfolios/Assessments: You are required to comply with the current portfolio policy. Maintaining this evidence of student growth will enhance your communication with the parents and aid you in your lesson planning. To work with the parents in the development of an educational learning plan for the student and create some short and long term goals for students. Please see the portfolio policy for more information.
- To communicate with fellow teachers, respect differences, and learn from one another. Be a team player—part of the solution.
- Report Cards: Report Cards issued four times a year at the end of every quarter. However, parents are encouraged to schedule times to meet with teachers on a regular basis to discuss their child's progress. Weekly progress reports can be requested by asking the teacher. Please see report card guidelines in family handbook.
- To communicate professionally and regularly with the administrator(director), addressing any concerns directly with him/her.

Teacher Responsibilities: Discipline

- Create a classroom environment that establishes clear, consistent expectations for students.
- Display Classroom Rules in their classroom, keep it simple
- Support and enforce the School Wide Code of Conduct Discipline Policy.
- Corporal punishment is prohibited.

Additional Teacher Responsibilities

- Work with the administration in the preparation and execution of safety procedures: fire, earthquake, and other potential disaster situations.
- Work with staff in the maintenance of a clean, healthy environment.
- Be qualified in CPR and basic First Aid for children.
- Encourage parent participation in the classroom, volunteering, sharing particular talents, and sharing learning opportunities outside the classroom. To attend all regularly scheduled Faculty meetings and in-service training.
- Develop, in consultation with the Administration goals and objectives for each school year which become the basis for evaluation.

Ren Web

Grades must be entered AT LEAST weekly for grades 3-9. K-2 teachers are encouraged to enter grades as appropriate to ensure parent communication.

Additional Non-Instructional Duties

Duties teachers are expected to perform shall include but are not limited to:

- Promotional ceremonies
- Conference with administration
- Supervision of students before, during, and after school
- Faculty meetings/Staff meetings
- Parent Teacher Conferences
- Open House
- Back-to-School Night
- In-service Meetings
- Actively serve on one school committee.
- To receive semi-annual evaluations from the Administrator. This includes 2 formal classroom evaluations.
- To maintain an open classroom, understanding that the school has many visitors and that classrooms reflect who we are and what we do.
- To participate in general parent meetings and special evening presentations sponsored by the school.
- To exemplify the best ideals of the teaching profession.

Teacher Assistant Job Description:

Reports to: Teacher

Job Goal: To assist the teacher in achieving teaching objectives by working with individual students or small groups of students to assist them in achieving the skill levels appropriate to their needs.

To assist the teacher in providing a well organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

- Work with individual students or small groups of students to reinforce learning or material or skills initially introduced by the teacher. The teacher outlines these activities/instruction.
- Supervises recess and lunch, as assigned.
- Assists with the supervision of students during emergency drills, assemblies, field trips, etc.
- Assists with large group activities as directed by the teacher i.e. reading aloud, math fact drills, etc.
- Keep bulletin board and other classroom learning displays up to date.
- Assist/supervises students in the media center and computer lab.
- Checks/corrects paper (minimal), run off papers (minimal), and supervises testing and makeup work, as assigned by the teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students and teachers as is expected of fully licensed teachers.
- Participates in staff development, as assigned.
- Assist the teacher in other areas, as assigned.

Other Procedures

Attendance Records

- Daily Attendance: Teachers are required to take attendance daily. If a student comes in late and doesn't have a Tardy Slip from the office make a record of the tardy. Students having excessive tardies over 5 per quarter with no excuse should be referred to the office.
- Attendance sheets must be entered on Ren Web by 8:45 each morning for advisory classes and all of elementary. Middle school teachers must take attendance at the start of each class period
- Absences: Students are expected to bring an excuse note to the office on the day following an absence to receive an Admit Slip. Do not let a student into class without an Admit Slip. If the student brings in a note from the parent, send the note with the child to the office for an Admit Slip.
- Tardies: Students that arrive after 8:05 A.M. are marked tardy "TU" on the attendance record unless the student is accompanied by a note from the parent then "TE" is entered in the attendance section. Make sure students are aware of our tardy policy. Be consistent! Inform students that parents will be notified if they persist in being tardy. As a classroom teacher, you have the responsibility to encourage punctuality. A student will be considered tardy if he/she is not in his/her desk when the late bell rings at 8:05 a.m. Students arriving after the start of school (8:05 a.m.) must check in at the Main Office to obtain a tardy slip before being admitted to the classroom. A parent must accompany and sign in students arriving more than fifteen minutes late. This is for the safety of each child and to ensure that your child has been under proper supervision. Excessive tardiness may result in parent notification, restriction from participation in extracurricular activities, and/or referral to the director.

Care of Children in Case of Injury or Illness

First aid supplies are kept in the front office. The teacher may administer minor first aid. Depending on the nature of the illness/injury, a child should be accompanied to the office by a teacher or another adult or child for additional care as necessary.

Faculty Dress Code

Standards of Dress and Grooming: As fads and extremes of dress and appearance tend to attract improper attention to the individual, the Lakeview Academy requires its personnel to conform to standards that avoid extremes and exemplify personal cleanliness.

Faculty and staff shall be well groomed and expected to dress in a professional and appropriate manner. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school director

Guidelines:

Lakeview Academy BOT Agenda April 7, 2011
Reports

- Whiskers: Neatly trimmed beards and mustaches.
- Hair: Must be clean and well groomed.
- Clothing: Must be clean, neat and modest (no underwear, midriff showing). Please dress in business casual attire. Jeans, exercise wear, cargo pants, sleeveless shirts, shorts, t-shirts, low cut or other revealing clothing is not acceptable. Shoes should also reflect professionalism, flip flops or other casual shoes are not acceptable. Casual wear, **including jeans may be worn to special activities as approved by the director(s)**.
- Footwear: All personnel are required to wear appropriate footwear, no flip-flops.

Faculty Meetings

Full faculty meetings will be held as needed. The purpose of these meetings is communication, curriculum discussion, in-servicing, and sharing information. It is the responsibility of all faculty to attend these meetings.

Homework

Lakeview believes that homework is a valuable tool in helping students makes the most of their experiences at school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons and tests, teaches responsibility, helps develop positive study habits, and allow students extra time to complete unfinished class work. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's responsibilities:

7. Provide approximately 10 minutes of homework material Monday through Thursday per grade level. (i.e. 10 minutes for 1st grade, 30 for 3rd grade, 60 minutes for 6th grade for upper grades, reading requirements may be achieved within the regular time required to complete other assignments)
8. Make sure students understand and know how to complete assignments independently.
9. Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' responsibilities:

9. Be sure they understand the assignments.
10. Complete the assignments. This includes any unfinished classroom assignments from that day.
11. Turn assignments in by the specific date due.
12. Complete 20 minutes of reading per day.

Parent's Responsibilities:

7. Help set up a consistent organized place for homework to be done.
8. Help your student establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activity.
9. Encourage, motivate, and prompt your student, but do not do the homework r for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

In the event that a student does not complete homework or turn in classroom work, the student may be required to complete assignments at recess or during enhancement Fridays.

Fundraising

Solicitations which come into the school, solicited or unsolicited should be reported to the director(s). As a common courtesy, anyone who contributes money, gifts-in-kind, or special gifts to teachers should receive a thank-you note from both the school and the teacher. No request for funds should go to parents or to other members of the community unless first cleared through the director(s).

Please see fundraising policy for additional information.

Visitors/Volunteers

All visitors & volunteers must check in at the office. Even familiar parents who are volunteering in classrooms need to sign in at the office prior to entering a classroom. Visitors who do not have students at Lakeview Academy need to be approved by director(s).

Arrival and Dismissal

Students may enter the building no earlier than 35 minutes before school begins (7:30 a.m.), Students **MUST** be picked up at the end of the school day by 3:15 p.m. In the event of an emergency, parents should call the school by 2:15 p.m. and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make calls for last minute changes in plans for such things as play dates. Parents/Guardians who leave their children at school past 3:15 p.m. without making emergency arrangements **will** be assessed a fee as follows: \$10 after 3:15 p.m., \$15 after 3:45 p.m., and \$20 after 4:00 p.m. After 4:00 p.m. it is up to the discretion of the Director to contact the proper authorities. This fee also applies to extra-curricular activities: 30 minutes past due \$10.00 and 1 hour past due \$20.00.

Harassment Policy

Please see harassment policy on the website: lakeview-academy.com

Grievance Policy

Please see grievance policy on the website: lakeview-academy.com

Maturation Instruction

Growing Up Comes First is to be taught at three separate sessions when school is not in session with a permission slip required for each session. A board member or administrator will attend each session to make sure the integrity of the curriculum is maintained and followed. A two-week window will be given to parents to view the curriculum before the date of the presentations.

Open Door Guiding Principle

Lakeview Academy has an Open Door Guiding Principle for parents whose children are in the program. An Open Door Policy is defined as a parent's ability to come to school during school hours at any time to check on the well-being of that parent's child.

Parent Teacher Conferences, SEP's, and SEOP's

Teachers will hold formal Student Education Plan (SEP) meetings twice per school year. The purpose of the SEP meetings will be to inform parents of student progress and to help set new goals as appropriate for the student. Additional SEP meetings will be held as necessary. Please use the appropriate SEP and SEOP forms.

Closing of School

If the school is to be closed due to storms, road conditions, etc., information will be available on our website (www.lakeview-academy.com) or a recorded message at the school. Please call (801) 331-6785.

Checking out of School Early

In an emergency, parents are welcome to check out student from school early. We ask that they call the school in advance if possible so that the administration can notify and prepare the teacher and child with a minimum disruption to the class.

Birthday Celebrations/Holidays

Parents may recognize their child's birthday at the end of the school day (2:00 pm). Prior notice to the teacher is required and would be appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

Discipline

Please see discipline policy on the website: lakeview-academy.com

Policies

For a complete updated list of school policies please see website: lakeview-academy.com

Disclaimer

If you have any questions regarding content or clarification of information in this handbook please feel free to contact the administration, or any member of the Board of Trustees. This handbook does not contain all Lakeview Academy policies. All Lakeview Academy policies are available on the website. Employees agree to abide by any additional policies as they are adopted. Lakeview Academy reserves the right to change, modify, or revoke the policies contained herein at any time. Employees will be notified if changes are made. The most current version of a policy will always be used. If a Lakeview Academy policy conflicts with a state law, then the state law will be followed. Employees have the responsibility to read and become acquainted with the contents of this handbook, the student handbook, and the family handbook, add all policies listed on the web site and to abide by the policies as stated.

Please see last page.

At Will Employment

Nothing contained in this Employment Handbook is intended to create, or can create, any contractual or other legal rights. Employment by the school remains at will. Any procedure or practice, whether set forth herein, or not, is employed at the discretion of the Board of Trustees and its designee(s). Either party may terminate employment at any time, with or without cause, warning, or notice. Nothing contained herein creates any expectations of continued employment.

I have read and understand the foregoing statement titled "At Will Employment."

Signed _____ **Date**

I have read and understand the Lakeview Academy Charter.

Signed _____ **Date**

I have read and understand the Lakeview Academy Employee Handbook.

Signed _____ **Date**

I have read and understand the Lakeview Academy Family Handbook.

Signed _____ **Date**

I have read and understand the Lakeview Academy Student Handbook.

Signed _____ **Date**

I understand that Lakeview Academy allows for the employment of relatives, at no time is a relative allowed to supervise another relative. Lakeview Academy expects that all employees including relatives will work together in a professional manner.

Signed

Date

Please turn this page into the office to be kept on file at Lakeview Academy.

| | Current Month | Year to Date |
|--|------------------|--------------------|
| Cash Flows from operating activities | | |
| Net Income | \$ 69,081.23 | \$ 375,313.99 |
| Adjustments to reconcile net income to net cash provided by operating activities | | |
| A/D- Leasehold Improvements | 0.00 | 0.00 |
| A/D- Furniture & Fixtures | 0.00 | 0.00 |
| A/D- Equipment | 0.00 | 0.00 |
| A/D- Start up Costs | 0.00 | 0.00 |
| State WPU Receivable | 0.00 | 0.00 |
| Federal Receivable | 0.00 | 0.00 |
| Prepaid Insurance | 0.00 | 0.00 |
| Rent Deposit | 0.00 | 0.00 |
| Marketable Securities | 0.00 | 0.00 |
| Valuation Allowance | 0.00 | 0.00 |
| Local Receivable | 0.00 | 0.00 |
| State Recievable | 0.00 | 3,812.00 |
| Federal Recieveable | 0.00 | 106,684.36 |
| Prepaid Expenditures | 0.00 | 0.00 |
| Accrued Salaries & Withholding | 0.00 | (163,664.95) |
| Deffered Rev - State | 0.00 | (3,598.00) |
| Accrued Payroll | 0.00 | 0.00 |
| Payroll Clearing | 51.00 | (1,180.52) |
| Accounts Payable | 2,473.53 | (3,686.18) |
| Merit Pay Accrual | 0.00 | 0.00 |
| Employee Retirement Liability | 0.00 | 0.00 |
| Income Tax Sweep | 0.00 | 701.12 |
| Home Depot Card | 0.00 | 0.00 |
| Total Adjustments | 2,524.53 | (60,932.17) |
| Net Cash provided by Operations | 71,605.76 | 314,381.82 |
| Cash Flows from investing activities | | |
| Used For | | |
| Net cash used in investing | 0.00 | 0.00 |

CHARTER SCHOOL SERVICES AGREEMENT

BETWEEN

LAKEVIEW ACADEMY

AND

CHARTER SOLUTIONS, INC.

THIS AGREEMENT (the "Agreement") is made and entered into on _____, 2011 by and between Charter Solutions, Inc., a Utah corporation, and Lakeview Academy ("Charter Holder"), a nonprofit corporation organized under the laws of the State of Utah ("State"). Charter Solutions and the Charter Holder agree to the terms set forth below.

RECITALS

WHEREAS, the Charter Holder has been authorized by the Utah Charter School Board to organize and operate a new charter school in Utah pursuant to the Utah Charter Schools Act; and

WHEREAS, Charter Solutions provides interim school administrative services to charter schools and

WHEREAS, the Charter Holder desires that Charter Solutions provides its interim administrative services to the Charter Holder, and Charter Solutions desires to provide its charter school such services to the Charter Holder; and

WHEREAS, the Charter Holder and Charter Solutions are entering into this Agreement to set forth the obligations and duties of each party with respect to the implementation of Charter Solutions' management services.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth, Charter Solutions and the Charter Holder agree as follows:

1. **Contractual Relationship.** The Charter Holder has entered into an agreement with the Utah Charter School Board which sets forth certain terms and conditions governing the Charter Holder. Pursuant to the Charter Agreement, the Charter Holder is governed by a board of directors (the "Board") which is responsible for the operations of the charter school. Under the Charter Agreement, the Charter Holder is vested with all powers and authority necessary or desirable for carrying out its program. These powers and authorities include the power to contract with Charter Solutions to provide its management services pursuant to this Agreement, subject to applicable statutes and regulations, and in the exercise of such authority, the Charter Holder hereby contracts with Charter Solutions, to the extent permitted by law, for the provision of such services for the charter school, subject to the terms and conditions set forth in this Agreement and the Charter Agreement, and further subject to the oversight of the Board. Charter Solutions acknowledges that this Agreement is subject to the terms of the Charter Agreement.
2. **Term.** The term of this Agreement shall commence on March 30, 2011 and end when terminated in accordance with the terms and conditions set forth herein.
3. **Duties of Charter Solutions:**
 - 3.1. **Interim School Director and Assistant Director.** Beginning March 30, 2011 Charter Solutions will employ an interim school Director and Assistant Director, who will perform work primarily at Charter Holder's primary facility. The directors will perform work outlined in any job descriptions crafted by the Board for the positions.
4. **Termination of Agreement.**
 - 4.1. **Termination at Will.** This Agreement is cancellable by either party for any reason or no reason at all at any time during the period of this Agreement with 30 days' written notice.

- 4.2. **Charter Solutions Termination for Cause.** Charter Solutions may terminate the Agreement for cause prior to the end of the term set forth in this Agreement for any of the reasons set forth in subparagraphs 4.2.1 or 4.2.2 below.
- 4.2.1. The Charter Holder substantially breaches any of the material terms and conditions of this Agreement and fails to remedy such breach within 30 days after receipt of written notice of such breach from Charter Solutions. For this purpose, a material breach may include, but is not limited to, a failure to make payments as required by this Agreement unless the required payment is subject to reasonable dispute, or any other failure which undermines the joint purposes of this Agreement; or
- 4.2.2. The enactment, repeal, promulgation or withdrawal of any federal, state, or local law, regulation, or court or administrative decision or order which has a material adverse affect on Charter Solutions' ability to perform the obligations set forth in this Agreement.
5. **Remedies.** Except as provided in paragraph 13, the sole remedy for breach of this Agreement shall be specific performance of the obligations outlined herein or termination of this Agreement in accordance with Section 4, except for any breach of any obligation to make monetary payments to the other party. Monetary payments that are not paid within 30 days after the due date will be subject to interest charges of one percent (1%) per month.
6. **Work space, supplies, and administrative support.** Charter Holder will provide appropriate work space, supplies, and administrative support for Charter Solutions staff assigned to work from Charter Holder's primary facility. Work space and supplies include, but are not limited to, desk, chair, private work area, computer, software, private printer, filing cabinet and file folders, general office supplies, and all other supplies, space, and equipment necessary for fulfilling the scope of the related job descriptions. School administrative support staff report to and fulfill all requests of interim directors. Charter Holder retains ownership of its supplies and equipment at the end of this agreement.
7. **Compensation.** It is recognized between the parties that Charter Solutions is a for-profit entity. In exchange for the management services provided in this Agreement, the Charter Holder will pay Charter Solutions the cost of the combined salary of all interim directors and assistant directors providing services at Charter Holder's primary facility, plus thirty percent (30%) to cover the cost of taxes and benefits. Charter Solutions' employees working on behalf of Charter Holder shall be entitled to travel expense reimbursement consistent with Charter Holder's policies.
8. **No Third Party Beneficiary Rights.** No third party, whether a constituent of the Charter Holder or otherwise, may enforce or rely upon any obligation of, or the exercise of or failure to exercise any right of, the Charter Holder or Charter Solutions in this Agreement. This Agreement is not intended to create any rights of a third party beneficiary.
9. **Entire Agreement.** This Agreement (including any board-crafted job descriptions and directives) constitutes the full and complete agreement between the parties. All prior representations, understandings, and agreements related to school interim administrative services are merged herein and are superseded by this Agreement.
10. **Section Headings.** The section headings shall not be treated as part of this Agreement or as reflecting the true meaning of the provisions hereof. The reference to section numbers herein shall be deemed to refer to the numbers preceding each section.
11. **Invalidity of Provisions of this Agreement.** If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.
12. **Assignment.** This Agreement shall not be assigned by either party without the prior written consent of the other party, provided that: (i) Charter Solutions may, without consent of the Charter Holder, delegate the performance of but not the responsibility for such duties and obligations of Charter Solutions as specifically set forth herein; and (ii) Charter Solutions may assign, without the consent of the other party, this Agreement to a successor entity that acquires through a corporate reorganization substantially all of Charter Solutions' assets and liabilities.
13. **Indemnification.**

13.1. **Indemnification.**

13.1.1. To the extent permitted by law, Charter Solutions shall indemnify, defend, and hold harmless Charter Holder and its respective members, directors, officers, employees, and agents from and against all claims, damages, demands, liens, losses, or liabilities of any kind, including attorney's fees and litigation costs, to the extent arising out of or connected with (i) any negligent acts, errors, or omissions or willful misconduct of Charter Solutions or its Personnel, its officers, employees, or agents in performing the services under this Agreement; and (ii) negligent or willful non-performance or breach by Charter Solutions or its Personnel of any of its or their duties, obligations, or representations under this Agreement, subject to the limits of Charter Solutions's professional liability insurance.

THIS AGREEMENT was approved at a public meeting held by the directors of Lakeview Academy on _____, _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year written above.

LAKEVIEW ACADEMY

By: _____
Authorized Representative

Name: _____

CHARTER SOLUTIONS, INC.

By:  _____
Name: _____