



Dress Code

By Promontory Student Council

The reason why we're doing this...

- We had a debate in history class about the positives and negatives of our dress code
- We took a poll on how the students felt about dress code and if they liked it or would like some changes.
- We really need to change dress code because everyone just complains about it and aren't happy with it.
- We took a poll on if you felt neutral good or bad about dress code, 8 people like the dress code, 20 people were neutral, and 38 people dislike it.
- We got the parents perspective on the whole issue as well.

Parents view

- Most of the parents do not want to change the dress code because they feel like their student and/or students learn better and focus more when they're in dress code.
 - But they would also like what makes there child happy
- More than half of the parents that took that survey said they were very satisfied or satisfied with the dress code.

Students view

- 85% of students in the 7th and 8th grade community think that the dress code should be less restrictive.
- Most of them want small changes like more colors, making jackets accessories, getting rid of collared shirts, and adding patterns like dots, strips, etc.
- Some of them want to get rid of dress code all together, but if we could make a compromise they will most likely be happier.

Pros and Cons of Dress Code

- Benefits:
 - Focus in school, no big logos.
 - Not self conscious about what you wear.
 - We look more professional.
 - The clothes are cheap.
- Negatives:
 - 80% of students surveyed said that dress code does NOT help them feel less judged at school
 - We cannot express ourselves in our clothing as much as we would like to.
 - We have to spend more money on getting dress code along with our other clothes

Changes we would like to make

- Allow all colors to the dress code
- Add patterned shirts to the dress code

We feel that these changes would allow us more flexibility while still not being disruptive to our learning, and still keeps a dress code in place since the parents like having it.

Outcome

- We hope that you take the changes we would like to make to our schools dress code into deep consideration
- We know that if we change things you might be worried we won't focus as much but we want to prove you wrong and show you that we can focus even with a couple of changes
- So through the evidence we provided we implore you to please change our dress code

Thank you for your time

Employee Breastfeeding Policy

Promontory School of Expeditionary Learning, in accordance with Utah State Code 34-49-101, recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any employee to express milk for her infant child upon her return to work following the birth of the child. Promontory School of Expeditionary Learning prohibits discrimination, harassment, and/or retaliation against any school employee who chooses to express breast milk for her infant child while at work.

Promontory School of Expeditionary Learning will provide for at least one year after the birth of a public employee's child, reasonable breaks for each time the public employee needs to breast feed or express milk and consult with the public employee to determine the frequency and duration of the breaks. The breaks shall, to the extent possible, run concurrent with any other break period otherwise provided to the public employee.

Promontory School of Expeditionary Learning will provide a clean break room, with a door that closes for privacy, for the lactating public employee. In said break room, there will be a working electrical outlet. A clean working refrigerator and freezer for the storage of expressed breast milk will be available.

Employment of Relatives

Definitions

“Relative” means a father, mother, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

“Appointee” means an employee whose salary, wages, pay, or compensation is paid from school funds.

“School officer” means a person who holds a position that is compensated by school funds; or who holds a position on the Promontory School of Expeditionary Learning Board of Trustees.

Policy

No school officer may employ, appoint, vote for or recommend the appointment of a relative in or to any position of employment, when the appointee will be directly supervised by a relative, except as follows:

1. the appointee will be employed for a period of 12 weeks or less;
2. the appointee is a volunteer;
3. the appointee is the only person available, qualified, or eligible for the position; or
4. the Promontory School of Expeditionary Learning Board of Trustees determines that the school officer is the only person available or best qualified to perform supervisory functions for the appointee.

No school officer may directly supervise an appointee who is a relative, except as follows:

1. the relative was appointed or employed before the school officer assumed his position, if the relative's appointment did not violate the provisions of this policy in effect at the time of his appointment;
2. the appointee will be employed for a period of 12 weeks or less;
3. the appointee is a volunteer;
4. the appointee is the only person available, qualified, or eligible for the position; or
5. the Promontory School of Expeditionary Learning Board of Trustees determines that the public officer is the only person available or best qualified to perform supervisory functions for the appointee.

No appointee may accept or retain employment if he is under the direct supervision of a relative, except as follows:

1. the relative was appointed or employed before the school officer assumed his position, if the relative's appointment did not violate the provisions of this policy in effect at the time of his appointment;
2. the appointee is the only person available, qualified, or eligible for the position;
3. the appointee is employed for a period of 12 weeks or less;
4. the appointee is a volunteer; or
5. the Promontory School of Expeditionary Learning Board of Trustees determines that the appointee's relative is the only person available or best qualified to supervise the appointee.

When a school officer supervises a relative as allowed above, the officer shall make a complete written disclosure of the relationship to the Promontory School of Expeditionary Learning Board of Trustees and the school officer who exercises authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.

The school board of Promontory School of Expeditionary Learning reserves the right to consider other employees within this policy based on personal relationships (friend, roommate, boyfriend, girlfriend, etc.)

Governing Board Conflict of Interest Policy

As per the Promontory School of Expeditionary Learning Board of Trustees Bylaws:

Section 6.5 Conflicts of Interest. If any person who is a trustee or officer of the corporation is aware that the corporation is about to enter into any business transaction directly or indirectly with himself, any member of his family, or any entity in which he has any legal, equitable or fiduciary interest or position, including without limitation as a trustee, officer, shareholder, partner, beneficiary or trustee, such person shall (a) immediately inform those charged with approving the transaction on behalf of the corporation of his interest or position, (b) aid the persons charged with making the decision by disclosing any material facts within his knowledge that bear on the advisability of such transaction from the standpoint of the corporation, and (c) not be entitled to vote on the decision to enter into such transaction.

Promontory School Employee Professional Code of Ethics

“Promontory School” of Expeditionary Learning, has established this code to provide professional conduct expectations for employees to cultivate and sustain the positive culture of Promontory School. This code is not intended to override any applicable laws or administrative rules, Board bylaws, or to limit the duties, obligations or legal requirements with which Promontory School or its employees must comply.

General Statement of Expectation: Employees are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. Employees are expected to adhere to a high standard of ethical conduct and to act in accordance with Promontory School’s Mission, Vision, and Core Values. Unethical actions, or the appearance of unethical actions, are not acceptable.

Promontory School’s values of RISE FAR (respect, integrity, service, excellence, family, adventure, and responsibility) apply not only to students, but to employees as well. Employees shall:

- Use no offensive, vulgar, or profane language, actions, or gestures.
- Be fair, kind, and generous in praise.
- Cooperate with colleagues, crew teachers, specialists, parents, aides, administration, and the School Board for the general improvement and positive culture of the school.
- All employees shall conduct themselves in a professional manner, whether in or out of their classrooms, on fieldwork, or supporting a Promontory School activity (ex. Peach Days Parade participation).

At Promontory School, we strive to create a culture of unity and inclusion. “Crew” is a large part of creating this culture. The term “crew” comes from educator Kurt Hahn, founder of Outward Bound. Hahn’s quote “We are crew, not passengers, strengthened by acts of consequential service to others” inspired the EL Education motto, “We are crew.” The culture of crew impels all members of a school community to work together as a team, to pitch in, to serve and help others. Far more than a traditional classroom, one’s “Crew” is a tightly knit family unit that begins every single day of school with a morning meeting which facilitates deepening relationships, team building,

sharing, developing group norms, and shaping and reshaping their culture. Teachers, and students, and staff listen actively and attentively to one another. In crew, students re-define what it means to be a learning community that really supports and challenges one another. At Promontory School this crew is a paramount focus and expectation that is important to the success of our school as a whole.

In addition, employees are bound by the following Utah Educator Professional Standards.

[R277-515-3 Educator as a Role Model of Civic and Societal Responsibility](#)

This section of Utah code outlines the importance of complying with federal, state, and local laws. It also provides specific information concerning the Utah State Professional Ethics, including:

- 1) any illegal behavior: 2)
- denying any benefit to students based on gender, nationality, religious belief, cultural background, etc.; 3)
- maintaining confidentiality; 4)
- gift giving or receiving, and; activities which may be considered to be in conflict of interest.

This is a very important portion of state standards for educators and shall be reviewed in full by following the link above.

[R277-515-4. Educator Responsibility for Maintaining a Safe Learning Environment and Educational Standards](#)

This code is primarily concerned with ensuring the safety and progression of students under the supervision of each educator, including: lack of discrimination; administering and submitting student assessment in good faith; teaching the Core Standards and; using time effectively. This entire list can be found below and at the link above.

(1) A professional educator maintains a positive and safe learning environment for a student and works toward meeting an educational standard required by law.

(2)(a) Failure to strictly adhere to this Subsection (2) shall result in licensing discipline in accordance with Rule R277-215.

(b) The professional educator, upon receiving a Utah educator license:

(i) shall take prompt and appropriate action to prevent harassment or discriminatory conduct

toward a student or school employee that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment;

(ii) shall resolve a disciplinary problem according to law, LEA policy, and local building procedures and strictly protect student confidentiality and understand laws relating to student information and records;

(iii) shall supervise a student appropriately at school and a school-related activity, home or away, consistent with LEA policy and building procedures and the age of the students;

(iv) shall take action to protect a student from any known condition detrimental to that student's physical health, mental health, safety, or learning;

(v)(A) shall demonstrate honesty and integrity by strictly adhering to all state and LEA instructions and protocols in managing and administering a standardized test to a student consistent with Section 53E-4-312 and Rule R277-404;

(B) shall cooperate in good faith with a required student assessment;

(C) shall submit and include all required student information and assessments, as required by statute and rule; and

(D) shall attend training and cooperate with assessment training and assessment directives at all levels;

(vi) may not use or attempt to use an LEA computer or information system in violation of the LEA's acceptable use policy for an employee or access information that may be detrimental to young people or inconsistent with the educator's role model responsibility;

(vii) may not knowingly possess, while at school or any school-related activity, any pornographic or indecent material in any form;

(viii) may not knowingly use school equipment to view, create, distribute, or store pornographic or indecent material in any form; and

(ix) may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children.

(3) An LEA shall report violations of Subsection (2) to UPPAC.

(4)(a) Failure to adhere to this Subsection (4) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed, most readily, if an educator has received a previous documented warning from the educator's employer.

(c) A professional educator:

(i) shall demonstrate respect for a diverse perspective, idea, and opinion and encourage contributions from a broad spectrum of school and community sources, including a community whose heritage language is not English;

(ii) shall use appropriate language, eschewing profane, foul, offensive, or derogatory comments or language;

(iii) shall maintain a positive and safe learning environment for a student;

(iv) shall make appropriate use of technology by:

(A) involving students in social media responsibly, transparently, and primarily for purposes of teaching and learning per school and district policy;

(B) maintaining separate professional and personal virtual profiles;

(C) respecting student privacy on social media; and

(D) taking appropriate and reasonable measures to maintain confidentiality of student information and education records stored or transmitted through the use of electronic or computer technology;

(v) shall work toward meeting an educational standard required by law;

(vi) shall teach the objectives contained in a Core Standard;

(vii) may not distort or alter subject matter from a Core Standard in a manner inconsistent with the law;

(viii) shall use instructional time effectively consistent with LEA policy; and

(ix) shall encourage a student's best effort in an assessment.

[R277-515-5. Professional Educator Responsibility for Compliance with LEA Policy](#)

Included in this section of Utah code in this section is the need to follow the specific policies and procedures of the Local Education Authority (LEA). The entire list can be found below and at the link above.

(1)(a) Failure to strictly adhere to this Subsection (1) shall result in licensing discipline in accordance with Rule R277-215.

(b) A professional educator:

(i) understands, respects, and does not violate appropriate boundaries:

(A) established by ethical rules and school policy and directive in teaching, supervising, and interacting with a student or colleague; and

(B) described in Subsection R277-515-2(1); and

(ii) shall conduct financial business with integrity by honestly accounting for all funds committed to the educator's charge, as school responsibilities require, consistent with LEA policy.

(2) An LEA shall report violations of Subsection (1) to UPPAC.

(3)(a) Failure to adhere to this Subsection (3) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.

(c) The professional educator:

(i) understands and follows a rule and LEA policy;

(ii) understands and follows a school or administrative policy, procedure, or documented directive specific to a rule or policy;

(iii) resolves a grievance with a student, colleague, school community member, and parent professionally, with civility, and in accordance with LEA policy; and

(iv) follows LEA policy for collecting money from a student, accounting for all money collected, and not commingling any school funds with personal funds.

[R277-515-6. Professional Educator Conduct](#)

Conduct necessary for every school employee is listed in this Utah code. Some of the emphasized behaviors included are: integrity and honesty; communicating with civility; working to improve one's professional understanding, and; honoring all contracts. The entire list can be found below and at the link above.

(1) A professional educator exhibits integrity and honesty in relationships with an LEA

administrator or personnel.

(2)(a) Failure to adhere to this Subsection (2) may result in licensing discipline in accordance with Rule R277-215.

(b) A penalty shall be imposed most readily, if an educator has received a previous documented warning from the educator's employer.

(c) The professional educator:

(i) shall communicate professionally and with civility with a colleague, school and community specialist, administrator, and other personnel;

(ii) shall maintain a professional and appropriate relationship and demeanor with a student, colleague, school community member, and parent;

(iii) may not promote a personal opinion, personal issue, or political position as part of the instructional process in a manner inconsistent with law;

(iv) shall express a personal opinion professionally and responsibly in the community served by the school;

(v) shall comply with an LEA policy, supervisory directive, and generally-accepted professional standard regarding appropriate dress and grooming at school and at a school-related event;

(vi) shall work diligently to improve the educator's own professional understanding, judgment, and expertise;

(vii) shall honor all contracts for a professional service;

(viii) shall perform all services required or directed by the educator's contract with the LEA with professionalism consistent with LEA policy and rule; and

(ix) shall recruit another educator for employment in another position only within a LEA timeline and guideline.

Student/Parent Rights under FERPA for Elementary and Secondary Schools

Promontory School of Expeditionary Learning

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Promontory School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Promontory School to amend their child's or their education record should write the school director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a

disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Equity in Curriculum Policy

Patriotic, Civic, Character, and Historical Education

In accordance with R277-475-3, Promontory School of Expeditionary Learning shall provide instruction for patriotic, civic and character education in the social studies curricula of kindergarten through grade eight as part of our integrated school curriculum and in the regular course of schoolwork.

Definitions

- (1) Character education
Reaffirming values and qualities of character which promote an upright and desirable citizenry
- (2) Civic Education
The cultivation of informed, responsible participation in political life by competent citizens committed to the fundamental values and principles of representative democracy in Utah and the United States
- (3) Patriotic
Having love of and dedication to one's country.
- (4) Patriotic education
The educational and systematic process to help students identify, acquire, and act upon a dedication to one's country.

Promontory School shall

- (1) ensure that all patriotic, civic and character education programs are consistent with the requirements of Sections 53G-10-302, 53G-10-304, and 53G-10-204
- (2) provide instruction in United States history and government that include the following:
 - (a) a study of forms of government including but not limited to:
 - i. republic
 - ii. democracy
 - iii. monarchy
 - iv. oligarchy
 - v. theocracy
 - vi. dictatorship
 - vii. the United States form of government, a constitutional compound republic
 - (b) Political philosophies and economic systems including but not limited to:
 - i. communism
 - ii. free market capitalism
 - iii. socialism
 - iv. individualism

- (3) Ensure these and curricular topics related to the history of the United States shall follow the plan of the Social Studies core curriculum in grades kindergarten through eight.

Curriculum Alignment with R277-328 Educational Equity in Schools

The state of Utah has identified four keys for successful implementation of R277-328. The teachers at Promontory School of Expeditionary are encouraged and expected to adhere to these four keys, utilizing resources provided here and at the [Educational Equity Resources page](#) developed by the Utah State Office of Education

Engage in parental transparency

Promontory School believes that parental transparency and involvement are vital to a successful school and optimal student achievement. Teachers are expected to be transparent with parents on the topics/content they will be teaching. This could be accomplished through a combination of actions such as providing access to disclosure statements, posting content on Canvas, sending emails to families when a particular discussion comes up, and encouraging them to speak and engage with their child. The overall objective is open communication.

Ensure content is age appropriate

Consider the age and maturity of the students you work with and whether particular topics are age and developmentally appropriate.

Promontory School teachers are expected to follow the Utah Core Curriculum. This document, created by experienced Utah educators, has been developed to provide age-appropriate curriculum for our students.

An additional technique which might be helpful in expedition development is the Inquiry Arc of the College, Career, and Civic Life (C3) Framework developed by the National Council for the Social Studies. Because the students are involved with the development of questions and inquiries, these curricular elements are quite likely to be age appropriate. The C3 Framework is

TABLE 1: C3 Framework Organization

DIMENSION 1: DEVELOPING QUESTIONS AND PLANNING INQUIRIES	DIMENSION 2: APPLYING DISCIPLINARY TOOLS AND CONCEPTS	DIMENSION 3: EVALUATING SOURCES AND USING EVIDENCE	DIMENSION 4: COMMUNICATING CONCLUSIONS AND TAKING INFORMED ACTION
Developing Questions and Planning Inquiries	Civics	Gathering and Evaluating Sources	Communicating and Critiquing Conclusions
	Economics		
	Geography	Developing Claims and Using Evidence	Taking Informed Action
	History		

found below, with much more information available at the National Council for the Social Studies (NCSS) website.

Preview all materials before use with students

Promontory School implements learning through expeditions that go beyond mastering a fixed set of materials allowing instructional planning to change with each expedition, requiring teachers themselves to be learners. As new materials are introduced to lesson plans, Promontory School requires all teaching staff to preview and vet those materials thoroughly for alignment with Promontory standards. Additionally, in accordance with our Material Distribution Policy, written and printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on Promontory School of Expeditionary Learning property by a teacher, staff, student, parent, or volunteer without the prior approval of the director.

Remain unbiased in classroom

Promontory School will provide a fair and non-discriminatory learning environment, remaining unbiased in classroom instruction, materials, and discussions. Every Promontory School employee has the responsibility to provide a safe space to let students explore important, albeit sometimes challenging, topics. Having collaborative classroom norms will help prevent most problematic conversations. Teachers at Promontory School will check their bias and opinions at the door and provide a model for how to be respectful in conversation. By doing this, they are better positioned to facilitate productive discussions that maintain civility.

Volunteers and Visitors Policy

VISITORS

We welcome families and visitors to Promontory School of Expeditionary Learning! All visitors must first report to the school office and sign the visitor's log book. Visitor badges must be worn at all times while in the school. Badges should be returned upon leaving Promontory.

VOLUNTEER SERVICE

Promontory believes that parent involvement is vital to a successful school and optimal student achievement. Parents who enroll their children in Promontory should do so with the understanding that their involvement is crucial to the success of their child's education and of the school.

Parents/Families are encouraged to contribute 30 volunteer hours per school year. Parent crews serve as the conduit for organizing committees and coordinating parental involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances. Parents will be expected to put forth their best efforts in contributing volunteer hours at Promontory.

Volunteers and non-licensed employees spending significant time with students or time unaccompanied by licensed staff must clear a background check, which will be kept on file. Background checks must be completed and cleared on an annual basis.

VOLUNTEER RESPONSIBILITIES AND EXPECTATIONS

A "volunteer" at Promontory is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration.

- Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, parent advisory crew member, or board of trustees member and shall have the approval of school administration to perform such volunteer services.
- Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies. Failure to do so may give rise to terminating the volunteer from service.

- If at any point during volunteer service, the assigned school employee, parent advisory crew member, or board member believes that there is a conflict of interest with the volunteer, they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the board of trustees and administration. After review of relevant information, the board of trustees and administration will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made, the volunteer will be contacted by the director, or the board chair to discuss the results.
- In the course of volunteering at Promontory, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. As such, when dealing with sensitive information, volunteers will be required to sign a Promontory Confidentiality Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification.
- At no time shall any volunteer be permitted to be alone in a room with a single child, even those volunteers who have cleared a background check.
- In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

IMMUNITY FROM LIABILITY AND WORKERS' COMPENSATION

Volunteers performing volunteer services under the general supervision of a school employee shall be immune from liability with respect to any decisions or actions, other than in connection with the operation of a motor vehicle, taken during the course of those services, unless it is established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

An approved volunteer is considered a government employee for purposes of receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided by law.

A volunteer must fill out the "Approved Volunteer" form and have it on file with the school to receive the medical and liability coverage.

VISITOR/VOLUNTEER UNIFORMS

The volunteers at Promontory, as role models to our students, must meet the same student requirements in regards to modesty and attire. Volunteers are not required to wear the school uniform, yet they are asked to meet the same expectations for students regarding modesty. This request includes all events and adventures.

Donations, Gifts & Sponsorships Policy

A. PURPOSE

The purpose of this policy is to establish the Promontory School of Expeditionary Learning policy governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.

Promontory School encourages and supports community and business partnerships that enhance and supplement the public education system. The school is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with school goals and the law, and is appropriately approved.

Promontory School is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. The school is accountable for and must comply with all federal and state laws and rules, regardless of the source of funds.

The board also desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. It is not the intent of the board for the school building, grounds, or classrooms to be used for advertising to students. The school reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships.

B. SCOPE

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for the school. It is expected that in all dealings, school employees will act ethically, consistent with the school's ethics training, the Utah Educators' Standards (R277-113-5), the Public Officers' and Employees' Ethics Act (Utah Code 67-16), and State procurement law (Utah Code 63G-6a).

C. GENERAL POLICY STATEMENTS

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory School or



- other public bodies [Utah Code 51-7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of the school, and should be used for the purpose for which they were donated and in accordance with State and school policies.
 3. Promontory School recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The school is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
 4. Promontory School is committed to principles of gender equity and compliance with Title IX guidance. The school commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
 5. Promontory School will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
 6. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with the school cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with the school cash disbursement policies.
 7. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the school upon delivery.
 8. Promontory School employees may not direct operating expenditures to outside funding sources to avoid school procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).
 9. Promontory School employees must comply with school procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
 10. Donations and gifts should be accounted for at an individual contribution level.
 11. Donations, gifts, and sponsorships shall be directed to the school or school program(s). Donations, gifts, and sponsorships shall not be directed at specific school employees, individual students, vendors, or brand name goods or services.
 12. Donated funds shall not compensate public employees, directly or indirectly.
 13. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the Business Manager.



14. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
15. Donations or gifts shall not be accepted that are inconsistent with the mission, values, policies, philosophies or educational beliefs of Promontory School.
16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or school employees shall be evaluated for compliance with Utah Code 63G-6a-2404.5 & 63G-6a-2404.7, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. School employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
17. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from the school for IRS purposes. The acknowledgment will be in the form of a receipt issued by the Business Manager. These receipts will be generated from the information provided on the "Donations, Gifts, and Sponsorships" form.