



HOME OF THE LIONS
NORTH DAVIS PREPARATORY ACADEMY

Board Meeting Packet

VISION:

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

BOARD CONSTITUTION:

- ★ We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.
- ★ We will speak with "One Voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.
- ★ We will make the Spanish language a key element of our school.
- ★ We will make decisions that will keep NDPA financially stable.
- ★ We will review our Charter before making any dramatic changes to school policy.

June 15, 2023

North Davis Preparatory Academy Annual Board Meeting Agenda Thursday, June 15, 2023

Location: Academica West, 290 N Flint Street, Kaysville, UT 84037



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

VISION:

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

BOARD CONSTITUTION:

- ★ We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.
- ★ We will speak with "One Voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.
- ★ We will make the Spanish language a key element of our school.
- ★ We will make decisions that will keep NDPA financially stable.
- ★ We will review our Charter before making any dramatic changes to school policy.

AGENDA

5:00 PM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll (5 minutes)
- Pledge of Allegiance
- School Vision
- Board Constitution

5:05 PM – PUBLIC COMMENT (Comments will be limited to 3 minutes each)

5:05 PM – REPORTS

- Student
 - Science in Utah Competition Experience – Aiden Hadley (6 minutes)
 - Spain Trip Experience – Alex & Emma Huven (14 minutes)

5:25 PM – CONSENT ITEMS

- [March 29, 2023 Board Meeting Minutes](#)

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

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

5:26 PM – VOTING ITEMS

- [Acceptance of School Donation](#) – Monte Poll (2 minutes)
- [Settlement Agreement](#) – Monte Poll (2 minutes)
- [2022-2023 Final Amended Budget](#) – Brad Taylor/Tyler O’Brien (5 minutes)
- [2023-2024 Annual School Budget](#) – Brad Taylor/Tyler O’Brien (5 minutes)
- [FY23 Audit Engagement Letter](#) – Clint Heiner (2 minutes)
- [2023-2024 Teacher & Student Success Act Plan](#) – Heidi Bauerle (2 minutes)
- [HVAC Unit Replacement \[Phase II\]](#) – Ammon Campbell (2 minutes)
- [2023-2024 Sex Ed Instruction Committee](#) – Ammon Campbell (2 minutes)
- [Mental Health Screening Determination](#) – Heidi Bauerle/Monte Poll (2 minutes)
- [Amended Administration of Medication Policy](#) – Heidi Bauerle (2 minutes)
- [Re-Approve Wellness Policy](#) – Ammon Campbell (2 minutes)
- [Language Access Policy](#) – Heidi Bauerle (2 minutes)
- [Student Transportation Policy](#) – Ammon Campbell (2 minutes)
- [Ratify Board Members & Terms](#) – Monte Poll (2 minutes)
- Ratify Board Officers – Monte Poll (2 minutes)
- [Signees on MBH Bank Account](#) – Brad Taylor (2 minutes)

6:04 PM – BREAK

6:34 PM – BOARD TRAINING

- [Annual Fraud Risk Assessment*](#) – Brad Taylor/Tyler O’Brien (5 minutes)
 - [Ethics Policy](#)/Annual Commitment to Ethical Behavior*
- [Annual Policies, Plans & Procedures Training & Review*](#) – Trent Brown (10 minutes)
- [Annual Open & Public Meetings Act Training*](#) – Trent Brown (5 minutes)

6:54 PM – EVALUATION

- Review Principal and Academics West Evaluation – Monte Poll (30 minutes)
- [Review Board Member Agreement*](#) – Monte Poll (10 minutes)
 - [Board Self Evaluation](#)

7:34 PM – DISCUSSION ITEMS

- [Set 2023-2024 Board Meeting Schedule](#) – Dawn Kawaguchi (2 minutes)
- Calendaring Items – Monte Poll (2 minutes)
 - Electronic Board Meeting – June 28th @ 9 a.m. [IF NEEDED]
 - Next PreBoard Meeting – Tentatively July 22nd @ 1 p.m.
 - Next Board Meeting – Tentatively August 3rd

7:38 PM – CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) (15 minutes)

7:53 PM – ADJOURN

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

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

[Back to Agenda](#)

North Davis Preparatory Academy

Board Meeting Minutes

Wednesday, March 29, 2023

Location: Elementary Library, 1765 W. Hill Field Rd., Layton, UT 84041

In Attendance: Monte Poll, Rita Brock, Clint Heiner

Excused: Maggie Arave, Dale Pfister

Others in Attendance: Dawn Kawaguchi, Heidi Bauerle, Trent Brown, Tyler O'Brien, Ryan Robinson



VISION:

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.

BOARD CONSTITUTION:

- ★ We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.
- ★ We will speak with "One Voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.
- ★ We will make the Spanish language a key element of our school.
- ★ We will make decisions that will keep NDPA financially stable.
- ★ We will review our Charter before making any dramatic changes to school policy.

MINUTES

6:02 PM – INTRODUCTORY ITEMS

- Welcome and Roll Call – Monte Poll
- Pledge of Allegiance – Trent
- School Vision – Rita
- Board Constitution – Clint

There was no PUBLIC COMMENT.

REPORTS

➤ Administration

- State of the School – Ryan Robinson wanted to share some of the ground level items for the State of the School. He discussed the current climate of student behaviors and other obstacles at the school that include bullying, student devices, curriculum, and social media. Monte would like to discuss this more in June at the retreat.

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

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

✓ Student Achievement

- *Review of Positive Behavior Plan* – Ryan reviewed the Positive Behavior Plan. We have all these things in place but with the current climate change it's not making an impact like it has in the past. We are looking at other things but right now we are not making changes.
- *Comprehensive Guidance Review* – Ryan highlighted some of the things that the counselors are doing including the ratio of 218 students to a counselor, updates on the current data projects including the expansion of their ELL curriculum, SEL curriculum, and CCR meetings with 7-9 students.
- Ryan gave a brief update of the Spain trip. They had the best weather. He will have a student come to report at the next meeting. Ryan also mentioned that the Spanish trip has not been as smooth and the quality isn't back up to where it had been since before COVID. However, overall, it was a good trip for the students.

✓ Trust in School

- *Furniture* – Ryan gave an update to the board on the new furniture. He had his final meeting with the furniture company. They have one more scheduled walk-thru at the end of June.

✓ Compliance

- *Review of FY22 SLT Expenditures* – Ryan reviewed the FY22 expenditures for the School LAND Trust. All funds have gone to technology with a small portion going to Cami Johnson's salary to oversee all the technology.

➤ **Board of Directors**

- *Financial Review* – Clint Heiner met with Tyler and Ryan before the meeting. This budget has some "out of sorts" percentages, but it should be cleared up by next month. They reviewed the numbers that stood out and there are a few items that are will be researched by Tyler and will be reported back to Clint and Ryan. Clint stated that Tyler and Brad have reviewed the budget and made some adjustments to the budget that are closer to the actual spending. We should see a more accurate percentages moving forward. There are some recategorizing of funds. Overall, things are looking good. Tyler stated that the school is in a great position financially. Operating cash is where we expect it to be. Clint mentioned that the funds moved over into the PTIF have already made over \$10k so it have proved to be lucrative. There was a discussion on the operating cash. Tyler added that after the furniture and technology expenditures have gone through, we will probably want to move more money to the PTIF. Ryan mentioned (for Ammon) that we had some people come by to check our solar panels at the Jr. high and they are still working. They told us we have saved about \$250k on energy costs in just under 10 years. Tyler asked if the board wanted to do an amended budget at the next board meeting but Clint stated that the financials that has been presented with different columns showing the approved budget, the amended budget, the actual budget, etc. is fine.

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

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

- SLT Training Assurance – Monte Poll reminded the board that Dawn had sent out an email with a SLT training. He asked if everyone has watched the training video. All of the present board members have stated they did the training. Maggie sent Dawn an email stating that she had completed the training. Monte is confident that Dale has also done the training but we will check with him to get confirmation.

CONSENT ITEMS

- February 1, 2023 Board Meeting Minutes – There was no further discussion. **Monte Poll made a motion to approve the consent items. The votes were as follows:**
Monte Poll – Aye
Clint Heiner – Aye
Rita Brock – Aye
Motion passed unanimously.

VOTING ITEMS

- 2023-2024 School LAND Trust Plan – Ryan Robinson stated that the 2023-2024 SLT plan follows the pattern of the current plan which is to spend it on technology with the intent that it will help improve student outcomes in LA, math, science and foreign language.
- Technology Purchase – Ryan Robinson led into the technology purchase after presenting the SLT plan because this is the purchase of the technology with the SLT funds. It includes the rotation of MacBooks for CTE, Chromebooks for computer carts and grade level replacements. Ryan mentioned that we had some remaining funds from this year's SLT budget so we will use those funds first and then spend next year's after July 1st.
- LA and Math Curriculum Purchase – Ryan Robinson stated that the curriculum that we purchased for COVID has expired and the consumables have run out. We will be purchasing Eureka Math curriculum for grades K-6 and 95% Phonics [LA] curriculum for grades K-5. These curriculums meet the state requirements for the core standards. They will use this curriculum for a foundation and teachers can still have the creativity to enhance the curriculum.
- Lawn Care Rate Sheet – Ryan Robinson stated that they will continue to use Extreme Green for their lawn care. This year they will be adding a fuel surcharge which is what they did this last year with their snow removal rates.
- Assessment of Student Achievement Policy – Ryan Robinson reviewed the Assessment of Student Achievement Policy. There was a discussion on the timeline for the implementation of the policy. Dawn reminded the board that most of these policies that are being approved tonight are to be in compliant of the upcoming SCSB campaign.
- Dropout Prevention and Recovery Policy – Ryan Robinson reviewed the Dropout Prevention and Recovery Policy.
- Public Education Materials Development Policy – Ryan Robinson reviewed the Public Education Materials Development Policy. This policy gives a list of what “public education materials” that could be but are not limited to the items.
- School Video Camera Monitoring Policy – Ryan Robinson reviewed the School Video Camera Monitoring Policy. This also includes administrative procedures. The video recordings are not accessed in the classroom without teacher consent.

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

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

- Selection and Purchase of Instructional Materials Policy – Ryan Robinson reviewed the Selection and Purchase of Instructional Materials Policy.
- Student Transportation Policy – Ryan Robinson reviewed the Student Transportation Policy. The school doesn't own their own buses, but they do charter buses from private companies or DSD. There was a discussion on whether to include the optional paragraph regarding employees or parent drivers in their personal vehicles. Ryan would like to table this policy until he has can get more clarity on the school's liability.
- Supervision of Students at School-Sponsored Activities Policy – Ryan Robinson reviewed the Supervision of Students at School-Sponsored Activities Policy. Ryan stated that 15 minutes is a good amount of time to wait for the parents.

Monte Poll made a motion to approve the following:

- **Approve the 2023-2024 School LAND Trust Plan;**
- **Approve the Technology Purchase not to exceed \$95,000;**
- **Approve the purchase of Language Arts and Math curriculum not to exceed \$260,000;**
- **Approve Extreme Green's Lawn Care Rates Sheet for both the Elementary and Jr. High as presented along with the Fuel Charge Rate Sheet;**
- **Approve the Assessment of Student Achievement Policy;**
- **Approve the Dropout Prevention and Recovery Policy;**
- **Approve the Public Education Materials Development Policy;**
- **Approve the School Video Camera Monitoring Policy;**
- **Approve the Selection and Purchase of Instructional Materials Policy;**
- **Table the Student Transportation Policy; and**
- **Approve the Supervision of Students at School-Sponsored Activities Policy;**

The votes were as follows:

Monte Poll – Aye

Clint Heiner – Aye

Rita Brock – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – Monte Poll
 - Electronic Board Meeting – May 3rd [IF NEEDED]
 - Next PreBoard Meeting – May 23rd @ 1 p.m.
 - Next Board Meeting – June 7th
 - NCSC23 Austin TX – June 18-21 – There was a discussion on how we can implement the things that we learn at the conference.

7:31 PM – Monte Poll made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) in the elementary library. The roll call votes were as follows:

Monte Poll – Aye

Rita Brock – Aye

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

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

Clint Heiner – Aye
Motion passed unanimously.

9:22 PM – Monte Poll made a motion to exit the CLOSED SESSION and ADJOURN. The roll call votes were as follows:

Monte Poll – Aye
Clint Heiner – Aye
Rita Brock – Aye
Motion passed unanimously.

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

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

**North Davis Preparatory Academy
Board of Directors
Closed Session Statement
Wednesday, March 29, 2023**

Location: Elementary Library, 1765 W. Hill Field Rd., Layton, UT 84041



CLOSED SESSION SWORN STATEMENT:

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

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

Signed on the 29th day of March, 2023.

A handwritten signature in black ink that reads "Monte Poll".

Monte Poll
Board Chair

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

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

NDPA Board of Director's Meeting June 15, 2023

Action Item: *Acceptance of Donation*

Issue:

The school is considering accepting a donation from SHED Development, LLC in the amount of \$1,503,716.55.

Background:

The school's donation policy requires the board to approve donations over a certain amount. The settlement agreement proposed between the school and AW provides for a donation in the amount of \$1,503,716.55 from an affiliate of AW. SHED Development, LLC has proposed a donation to the school in this amount. The proposed donation is unrestricted, and the school can use the funds in any way it sees fit.

Recommendation:

It is recommended that the Board approve receipt of the donation.

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

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

[Back to Agenda](#)

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Settlement Agreement*

Issue:

The school is considering entering into a settlement agreement with Academica West.

Background:

The school retained independent legal counsel to represent it with respect to claims regarding school funds stolen by AW's former employee, Cole Arnold. AW has now proposed an agreement to settle this issue and release the school's claims against AW in exchange for receipt of a donation in the amount of \$1,503,716.55. The school's attorney has reviewed the proposed agreement, communicated with Monte and indicated that it looks like a good deal for the school.

Recommendation:

It is recommended that the Board approve the settlement agreement with AW.

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

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

AGREEMENT

This Agreement (the “**Agreement**”) is entered effective _____, 2023 (the “**Effective Date**”), between **Academica West, LLC**, a Utah limited liability company (“**AW**”), and **North Davis Preparatory Academy**, a Utah nonprofit corporation (“**School**”).

RECITALS

- A.** AW and the School are parties to a Charter School Services Agreement dated July 1, 2019 (the “**Services Agreement**”), pursuant to which AW is to provide certain business and administrative services to the School.
- B.** In June 2022, AW discovered that one of its employees, Cole Arnold (“**Arnold**”) had misappropriated the School’s funds for his personal use. Upon discovering this misappropriation, AW immediately terminated Arnold, informed the School, and notified local and federal law enforcement officials.
- C.** The parties have determined and agreed, based upon a reasonable and adequate investigation, that the total amount of School funds misappropriated by Arnold equals \$1,503,716.55 (the “**Misappropriated Funds**”).
- D.** Pursuant to the Services Agreement, it is a material breach for AW to fail to account for the School’s revenues and expenditures. The parties desire for AW to make the School whole for the loss of the Misappropriated Funds while such monies were in AW’s possession and/or control without delay. The Parties wish to settle all claims that the School may have against AW in connection with these matters.

AGREEMENT

In consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby agree as follows:

1. Reimbursement

- (a) AW or an affiliated entity will make a donation to the School in the amount of \$1,503,716.55.
- (b) These funds will be paid by AW or an affiliated entity via wire transfer to the School’s operating account at Zions Bank by June 30, 2023.
- (c) If the School obtains any funds as restitution for Arnold’s misappropriation, the School agrees that those amounts will be offset against the amount owed to the School by AW and that the School will promptly pay such offset funds to AW.

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

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

2. **Release.** The School, on behalf of itself and its successors, assigns, and all persons and entities claiming by, through, and under the School, hereby irrevocably, unconditionally, and completely releases and forever discharges AW, its affiliates, managers, board members, directors, officers, agents, servants, employees, representatives, assigns and successors from any and all claims, demands, rights, or causes of action of any kind or nature which the School has ever had or may now have as of the date of this Agreement that arise from or by reason of, or in any way arise out of or are related to Arnold's actions regarding the Misappropriated Funds, including without limitation claims for contribution, subrogation, or indemnification, whether direct or indirect, liquidated or unliquidated, known or unknown, or foreseen or unforeseen; except that notwithstanding the foregoing, this release does not extend to any claims against Arnold individually.

3. **Miscellaneous**

- (a) Neither party will be considered in default of this Agreement if the performance of any part or all of this Agreement is prevented, delayed, hindered or otherwise made impracticable or impossible by reason of any strike, flood, hurricane, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty or cause beyond either party's control and which cannot be overcome by reasonable diligence and without unusual expense.
- (b) This Agreement will constitute the full, entire and complete agreement between the parties hereto. All prior representations, understandings and agreements are superseded and replaced by this Agreement. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary and mutual written consent of the parties. For AW, any material amendment to this Agreement will require approval of AW's Board.
- (c) Neither party will assign this Agreement without the written consent of the other party; such consent will not be unreasonably withheld.
- (d) No waiver of any provision of this Agreement will be deemed or will constitute a waiver of any other provision unless expressly stated.
- (e) If any provision or any part of this Agreement is determined to be unlawful, void or invalid, that determination will not affect any other provision or any part of any other provision of this Agreement, and all such provisions will remain in full force and effect.
- (f) This Agreement is not intended to create any rights for any third-party beneficiary. This Agreement shall be binding upon the parties hereto and their respective representatives, successors, and assigns.
- (g) This Agreement is made and entered into in the State of Utah and will be interpreted according to the laws of that state.
- (h) If any legal action or other proceeding is brought for the enforcement of this

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

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

Agreement, or because of an alleged dispute, breach, or default in connection with any of the provisions of this Agreement, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees, and any other fees and costs incurred in the action or proceeding, in addition to any other relief to which such party may be entitled. Without limiting the generality of the foregoing, any reasonable costs and expenses, including without limitation reasonable attorneys' fees, incurred in enforcing any judgment shall be recoverable by the prevailing party as a separate item of recovery, and this provision is intended to be severable from the other provisions of this Agreement and shall survive any judgment or arbitration award and shall not be deemed to be merged into the judgment or award. The parties hereto shall bear their own respective costs, expenses, and attorneys' fees incurred in connection with their negotiation, preparation, execution and performance of this Agreement.

- (i) Every notice, approval, consent or other communication authorized or required by this Agreement will not be effective unless the same is in writing and sent postage prepaid by United States mail, directed to the other party at its address hereinafter provided or such other address as either party may designate by notice from time to time in accordance herewith:

Academica West, LLC
290 N. Flint St.
Kaysville, UT 84037

North Davis Preparatory Academy
1591 W. Hill Field Rd.
Layton, UT 84041

- (j) The headings in the Agreement are for convenience and reference only and in no way define, limit or describe the scope of the Agreement and will not be considered in the interpretation of the Agreement or any provision hereof.

- (k) This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one Agreement. Facsimile or other electronically delivered copies of signature pages to this Agreement (including via DocuSign) shall be treated between the parties as original signatures for all purposes.

- (l) Each of the persons executing this Agreement has the full power and authority to execute the Agreement on behalf of the party for whom he or she signs.

- (m) The parties acknowledge that the United States Attorney's Office for the District of Utah has released public information stating that the amount misappropriated by Mr. Arnold totalled \$2,563,348.23 (including amounts misappropriated from Ascent Academies of Utah). The amounts stated in this Agreement are based on the Parties' best estimate of the misappropriated amount based on an internal accounting review. The Parties have not been provided additional

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

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

information from the District Attorney's Office or other government agency showing or supporting their calculation of \$2,563,348.23. To the extent such information is provided at a future date, the Parties agree to use best efforts to resolve any discrepancy. The parties further agree that the amount of any such discrepancy is excluded from the scope of the release set forth in Section 2 of this Agreement.

[SIGNATURE PAGE TO FOLLOW]

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

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

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

Academica West, LLC,
a Utah limited liability company

Name: _____
Title: _____

North Davis Preparatory Academy,
a Utah nonprofit corporation

Name: _____
Title: _____

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

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

NDPA's Board of Director's Meeting Thursday, June 15, 2023

Action Item: *2022-2023 Final Amended Budget*

Background:

A final amended 2022-2023 operating budget is needed to comply with state law prohibiting actual expenditures exceeding budgeting expenditures.

Action Item:

USBE (Utah State Office of Education) evaluates charter school performance on a number of financial metrics, one of those is expense budget variance. In order to maintain compliance, schools are not allowed to have total expenditure exceed budget. Additionally, schools cannot overspend their budget.

Since there has not been an amended budget this year, this will be the first. This is to account for the correct revenues that are to be received for the remainder of the year. This is to consider the total amount of remaining expenses to be paid as well.

Recommendations:

It is recommended that the Board approve the 2022-2023 Final Amended Budget.

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

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

Budget Manager : Categories | Final and Preliminary Budgets

Final and Preliminary Budgets

Category	Type	FY 22 Actual	FY23 YTD	FY23 Original Budget	FY 23 Final Budget	FY24 Budget
Revenue (3 Category records)						
1000 Local Revenue	Revenue	214,288	434,571	276,450	450,628	409,700
3000 State Revenue	Revenue	7,968,987	7,929,513	8,674,304	8,649,788	9,387,083
4000 Federal Revenue	Revenue	831,069	197,008	497,496	716,662	781,746
TOT		9,014,344	8,561,092	9,448,250	9,817,078	10,578,529
Expense (8 Category records)						
100 Salaries	Expense	-4,321,698	-3,977,275	-4,677,930	-4,705,758	-5,226,325
200 Benefits	Expense	-1,220,658	-1,110,613	-1,364,743	-1,374,743	-1,441,416
300 Professional Services	Expense	-566,905	-542,737	-568,781	-673,596	-634,983
400 Property Services	Expense	-377,437	-439,312	-318,541	-526,042	-516,043
500 Other Services	Expense	-228,014	-266,579	-192,337	-317,407	-334,500
600 Supplies and Materials	Expense	-611,110	-484,542	-981,234	-1,030,824	-1,080,825
700 Property	Expense	-53,764	-73,441	-307,000	-100,000	-230,000
800 Debt and Miscellaneous	Expense	-981,220	-861,220	-903,633	-880,475	-867,813
TOT		-8,360,804	-7,755,720	-9,314,199	-9,608,845	-10,331,904
TOT		653,540	805,373	134,050	208,233	246,624

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *2023-2024 Annual School Budget*

Background:

An annual operating budget is needed to guide the school's financial course for the upcoming school year.

Action Item:

Each year in June, USBE (Utah State Board of Education) requires charter school boards to approve an annual budget for the following school year. The operating budget reflects an increase in state funding of 6% with enrollment numbers slightly lower than previous years. The proposed budget includes an average 6% increase in staff salaries with additional investments in classroom technology and updated curriculum materials. We are projecting a surplus of \$246,624. This budget meets all metrics required by USBE and Bond Holders.

Recommendations:

It is recommended the Board approve the Proposed Annual Operating Budget for the 2023-2024 School Year.

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Engage School's Auditor*

Issue:

The school's agreement with Eide Bailly for audit attestation services are required to be approved each year.

Background:

Eide Bailly is a regional certified public accounting firm that has performed the school's audit attestation services in prior years. Such attestation services include the audited financial statements, agreed-upon procedures for student enrollment, state compliance procedures, and possibly a single audit. A single audit will be required if the school incurs more than \$750,000 in federal expenditures. Each year the school is required to approve the aforementioned services. If approved, audit engagement letters will be provided for the board president's signature.

We have received a draft audit engagement letter for this packet which includes authorization on a single audit if required. However, Eide Bailly will be sending the actual letter electronically through DocuSign to the Board President.

Recommendation:

It is recommended that the Board approve the engagement of services provided by Eide Bailly for the year ending June 30, 2023 and allow the Board President to sign on behalf of the school.

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

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

May 4, 2023

Board of Directors

School

School Address

School Address

You have requested that we audit the financial statements of the governmental activities and each major fund of **School Name** (the School) as of June 30, 2023, and for the year then ended, and the related notes to the financial statements, which collectively comprise the School's basic financial statements.

In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2023, if federal expenditures exceed \$750,000. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that Management's Discussion and Analysis, Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual – General Fund and Notes to Required Supplementary Information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the

information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual – General Fund
- Notes to Required Supplementary Information

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, in accordance with any state or regulatory audit requirements. As part of an audit of financial statements in accordance with GAAS and in accordance with Government Auditing Standards, Uniform Guidance and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material

misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the School's basic financial statements. Our report will be addressed to the governing body of the School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on our financial statement and single audit upon completion of our audit.

Audit of Major Program Compliance

Our audit of the School's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS *and in accordance with Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;

3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely, the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare federal and state income tax returns.
- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Prepare or assist in preparing the government-wide statements and conversion entries and note disclosures.
- Complete the auditee's portion of the Data Collection Form, as applicable.
- Assistance with preparation of Schedule of Expenditures, as applicable.

We will not assume management responsibilities on behalf of the School. The School's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The School's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm will advise the School with regard to tax positions taken in the preparation of the tax return, but the School must make all decisions with regard to those matters.

Fees and Timing

Ken Jeppesen is the engagement partner for the audit services specified in this letter. He will be assisted with the Single Audit portion of the engagement (as necessary) by Paul Skeen. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit on approximately July 25, 2023.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, including administrative charges. Invoices are payable upon presentation. We estimate that our fees for the financial statement audit and state compliance procedures will be \$12,500. If a Single Audit is required, these fees will be billed separately. The information return (Form 990) fees are estimated to be \$1,800.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the School's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a Prepared-by-Client (PBC) request that identifies the information required to perform our engagement, as well as a planned timeline for the engagement. A failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Other Matters

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and the board of directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Salt Lake City, Utah. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements and information return that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit and information return preparation. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Utah law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,

Kenneth D. Jeppesen, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the School by:

Name: _____

Title: _____

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *2023-2024 Teacher Student Success Act Plan*

Issue:

Teacher and Student Success Act (TSSA) was established by SB 149 in the 2019 legislative session. The board has established and adopted a Student Success Framework. The administration must create a Teacher and Student Success Plan annually, which must be approved by the board.

Background:

In 2019, the Utah State Legislature passed the TSSA as SB 149.

Under the TSSA, LEA governing boards must establish a student success framework to provide guidelines and processes for the school to follow in developing a teacher and student success plan. The framework was submitted to the USBE last year.

Principals of schools must develop the school's teacher and student success plan in accordance with the board's framework by integrating school-specific goals and criteria for improving the school's performance within the state accountability system.

In creating the plan, the principal must solicit input on the plan from the charter trust land council, educators in the school, parents of students at the school, and other administrators. The principal may solicit input from students, other support professionals, or other community stakeholders.

The board must annually review the plan and approve or disapprove it in a regularly scheduled board meeting. The board is to use best efforts to help complete this process on or before June 30 each year.

Recommendation:

It is recommended that the board approve the 2023-2024 Teacher Student Success Act Plan.

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

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



NORTH DAVIS

PREPARATORY ACADEMY

Teacher Student Success Plan

School Year: 2023-2024

School: North Davis Preparatory Academy

Date Board Student Success Framework Approved: June 28, 2019

Date Teacher and Student Success Plan Approved: June 15, 2023

General Information

In accordance with the Student Success Framework approved by the Board, the school's administration will create a Teacher and Student Success Plan designed to improve the school's performance under the state's accountability system (USBE staff have indicated that this means achieving at least a 1% increase from the previous year's overall score). The Plan's goals may align with the goals shown on the School Land Trust Plan. Schools must include at least one goal in the plan. Schools must solicit input on developing the plan from administrators, school level educators, parents, and the School Land Trust council and may solicit input from students, support professionals, or other community stakeholders. The Plan must be submitted to the school's Board for approval. The Board will annually review the Plan submitted and use its best efforts to complete the approval process by June 30 each year. The School Land Trust council will select a component of the approved plan to address within the School Land Trust Plan.

Goals based on School Needs

1. Students at NDPA in grades K - 9 will increase language arts scores by 2 percentage points as compared to the previous years' proficiency scores.
2. Students at NDPA in grades K - 9 will increase math scores by 1 percentage points as compared to the previous years' proficiency scores.

Measurement

- ★ **Goal 1** as measured by end of year summative test.
- ★ **Goal 2** as measured by end of year summative test.

Action Steps

- ★ Administration will provide teachers and/or staff with professional learning opportunities to implement data-based decision making.
- ★ Teachers will use data to create instructional opportunities for students.
- ★ Students will take end of year summative tests in language arts and math.

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

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

Budget

- ★ 25% of the TSSA funds will be used for faculty/staff increases.
- ★ 75% of the TSSA funds will be used for augmentation of existing programs.

NOTES: According to statute, administration needs to annually submit to the LEA Board a description of (1) budgeted and actual expenditures of the Plan, (2) how the expenditures relate to the school's Plan, and (3) how the school measures the success of the school's participation in the program. The school must post on its website (a) the approved Plan, (b) a description of the school's allocation budgeted and actual expenditures, (c) a summary of how the expenditures help the school accomplish the plan, and (d) the school's current level of performance.

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Awarding Contract for Rooftop Unit Project Phase II*

Issue:

Awarding a contract for new HVAC rooftop units.

Background:

NDPA needs to replace all 13 of its HVAC rooftop units (RTUs). The RTUs are old, aren't working as well as they should, and are requiring frequent maintenance. NDPA would like to replace the RTUs, but to be financially prudent, it would like to do so over at least two fiscal years. NDPA has some ESSER funds to help pay for the RTU replacements.

NDPA has received bids/quotes from two different contractors, Valley Wide Heating & Air Conditioning and Point Load Construction. The bids/quotes are attached to this cover sheet. Point Load Construction submitted the least expensive of the bids/quotes. Per its bids/quotes, Point Load can replace all of the RTUs for \$173,600 (as compared to \$185,375 from the other contractor). However, understanding that NDPA wants to do this project over at least two fiscal years, Point Load construction broke down its overall bid/quote into two separate bids/quotes. The first bid/quote is for \$80,800 (represents the price to replace 7 RTUs, most of which are 4-6 ton) and the second bid/quote is for \$92,800 (represents the price to replace the remaining 6 RTUs, all of which are 7.5 ton or 8.5 ton). Point Load Construction has recommended that NDPA do the first option at this time. Regardless of which option NDPA chooses, per the procurement rules/code, NDPA can only select one of these options at this time and will need to secure updated bids/quotes later to complete the RTU project.

Point Load Construction has done construction projects for NDPA in the past, does quality work, and has excellent pricing. Point Load Construction is licensed and insured and can meet all building code approvals, licensing and permitting requirements, and other construction related requirements.

As a reminder, the Board has already approved Phase I of this project back on December 7, 2022 and Ryan signed the contract in January 2023. Today, we will be approving Phase II of this project so that it will hit the FY24 budget. We are hoping that the project will be completed before the end of the calendar year.

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

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

Recommendation:

It is recommended that the Board award the contract for new HVAC rooftop units (Phase II) to Point Load Construction, with the construction contract with Point Load Construction not to exceed \$85,000 and authorize Ryan Robinson to sign, on behalf of NDPA, the construction contract with Point Load Construction.

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

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



CLIENT: North Davis Preparatory Academy

JOB: 2023 Renovation

Estimate

801-888-4485

1620 S. 150 W. Kaysville, UT. 84037

DATE 6/12/2023

Item	Description	Amount
1	Roof Top Units (RTU)	
	Price per Unit	Quantity Total/Unit
	Trane 4 ton (1 unit needed)	\$9,500.00 \$9,500.00
	Trane 5 ton (3 units needed)	\$10,100.00 (x3) \$30,300.00
	Trane 6 ton (2 units needed)	\$12,350.00 (x2) \$24,700.00
	York 10 ton (1 unit needed)	\$16,300.00 \$16,300.00
	Total	\$80,800.00

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *2023-2024 Sex Ed Instruction Committee Membership*

Issue:

According to the current Sex Education Instruction administrative procedures, the School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

Background:

According to the administrative procedures, the Principal will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Principal. If possible, the committee will also include health professionals and school health educators. The committee will have at least as many parents as school employees.

The sex education instruction committee for the 2023-2024 school year will consist of the following positions:

- Principal (Ryan Robinson)
- Health Teacher (Noal Loertscher)
- School Nurse (Elizabeth Davies)
- Parent Board Member (Clint Heiner)
- 2023-2024 POET President (TBD)
- 2023-2024 POET Vice President (TBD)

Recommendation:

It is recommended that the board approve the 2023-2024 Sex Ed Instruction Committee as follows: Principal, Ryan Robinson; Health Teacher, Noal Loertscher; Counselor, Debra Denning; School Nurse, Elizabeth Davies; Parent Board Member, Clint Heiner; the 2023-2024 POET President; and the 2023-2024 POET Vice President.

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Mental Health Screening Program Determination*

Issue

Determining whether the school will implement a USBE-approved mental health screening program at the school during the 2023-2024 school year.

Background

H.B. 403 – a bill passed during Utah's 2023 legislative session – requires each LEA governing board to make a determination by July 1, 2023 as to whether the LEA will participate or not participate in administering a USBE-approved mental health screening program during the 2023-2024 school year.

LEAs are not required to implement a mental health screening program, but if an LEA elects to do so, it must follow a variety of rules and requirements, including training, notification, and consent requirements. LEAs may change their determination from year to year as to whether they will participate or not participate in mental health screenings, and each year LEAs must report to the USBE whether they are maintaining or changing their mental health screening participation status from the previous year. The USBE has provided a link to a Qualtrics Survey whereby LEAs can report their determination.

Included with this cover sheet is a Mental Health Screening Guidebook containing helpful information about mental health screenings for students, including what mental health screenings are and are not, benefits and costs of administering mental health screenings, and different methods of mental health screenings schools can use. The Guidebook also includes a sample Implementation Plan for those LEAs who choose to administer mental health screenings as well information for parents. The Guidebook further contains a number of hyperlinks to resources about mental health screenings.

Recommendation

It is recommended that North Davis Preparatory Academy not administer a mental health screening program during the 2023-2024 school year.

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

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



School-Based Mental Health Screening Guidebook:

Implementation Plan

This document serves as an outline for Local Education Agencies (LEAs) to fill in their implementation plan for school-based mental health screening.

Outline your plan in preparation of roll out:

- ▶ Start small, as a pilot
 - Such as: one grade level in one school at a time
- ▶ Consider rolling out your plan in phases, gradually scaling up as your resources and capacity allow
- ▶ Include the WHO, WHAT, WHEN, WHERE, WHY
- ▶ Consider forming a stakeholder group to inform your decision making:
 - Parents, students, teachers, administrators, mental health professionals in the school and/or the community.
- ▶ Think through your community partnerships to support this work and invite them into this process. Remember, you don't have to do this alone!

Questions to answer as part of your plan:

What tool(s) are you going to use? [USB E Approved Tools](#)

What conditions are you going to screen for? [USB E Approved Conditions](#)

Who is going to administer and score the screening tool(s)?

*Same day review of results is necessary to ensure safety for those who indicate a high risk.
Administering and scoring can be done by different people or the same people.*

What is your plan for triaging?

What services will be provided in the school?

What community partnerships do you have in place for referrals?

How will parent consent be obtained?

How will you advertise screening to parents?

How will results be shared with students and parents?

Who will collect the required data?

Resource:

- [School Mental Health Quality Guide: Screening](#)
- [SHAPE District Assessment \(Page 11\)](#)

If you have questions or need additional clarification please reach out to:

Michelle Knight

SBMH Program Manager

Michelle.knight@schools.utah.gov



School-Based Mental Health Screening Guidebook:

Parent Information

The purpose of this document is to be a sample flier for LEAs to provide to parents about screenings.

What is mental health screening?

Screening is a process for evaluating the possible presence of a particular problem. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

What is consent?

Parental consent must be obtained within 8 weeks prior to administering the mental health screener. A separate consent form is required for each screening and cannot be combined with other consent forms. Parental consent must be obtained regardless of the age of the student.

What's the process?

(This process should summarize your implementation plan.)

Are you diagnosing my child?

No. Screening is the process by which the presence of a particular problem is identified. Further assessment would need to be completed in order for a diagnosis to be provided.

Will I receive the results of my child's screening?

Yes, schools are required to provide the results of the screening if a potential mental health condition is indicated. Results and resources will be provided to the student and parent including any services that can be provided by the school mental health provider or by a partnering entity.

What do the results of the screening mean?

The results may indicate the possible presence of a concern and will help you to determine if your student may benefit from a full assessment.

Do I need to pay for this?

Screening is free for students.

Other questions?

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

School-Based Mental Health Screening Guidebook:

Methods of Screening

The purpose of this document is to help LEAs determine the method of screening that best fits their needs and resources.

1. **Grade level/Classroom:** Announced, advertised, offered to a smaller selection of students based on other data such as school discipline data, SHARP data, administrator/teacher buy in, parent buy in, etc.

A. Considerations

- ▶ This will require time taken out of the school day (BUT NOT ALOT!)
- ▶ Screening could take place on multiple days as needed or on one day.
 - If all in one day, where will students go whose parents didn't give consent?
- ▶ Consent will have to be received prior to the date of the screening.
- ▶ Teachers may need to administer the survey and SBMH professional reviews results and responds
 - Reviewing results needs to happen same day to ensure students needs are triaged and addressed immediately
 - Note: students at imminent risk of harming themselves or others should receive immediate follow-up within 24 hours
- ▶ Parents will need to be contacted separately regarding the results of the screening

2. **Screening events:** announced, advertised, offered to the entire student population (at the district/LEA level, school level, multiple schools at once, etc). Held on specific dates and times throughout the school year. Parents may sign up to attend or just show up. Parents accompany the child so consent can be signed at the event.

B. Considerations:

- ▶ Could result in data being skewed. It's possible that certain populations may not engage for a variety of reasons
 - Language barriers
 - Unsure of the process

- Misperceptions of what a screening is and its purpose
- ▶ Parents and their students can complete the screener virtually and then come to the school to review/discuss their results
 - If they don't show up, who will follow up with them about their results?
- ▶ Parents and their students can come to the event, complete the screener, then review their results with a professional
- ▶ Event must be staffed by appropriate personnel which could be an added cost (stipends, additional contracted time, etc)
 - Grant funding is available to support these costs.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

School-Based Mental Health Screening Guidebook:

Talking Points for Boards

The purpose of this document is for LEAs to have talking points to present to their Board in regards to screening.

Screening is a process for evaluating the possible presence of a particular problem. The intent of mental health screening is to determine the possible presence of a mental health concern and to determine if the student may benefit from a full assessment. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

Benefits of screening

- ▶ Support a Multi-tiered System of Supports (MTSS)
- ▶ Inform Prevention and Early Intervention Strategies
- ▶ Identify concerns specific to certain grades or classrooms
- ▶ Identify students with highest well-being
- ▶ Identify students at risk for a mental illness or harm to self or others
- ▶ Make economically sound decisions
- ▶ Improve Access to Mental Health Supports

See the [School Mental Health Quality Guide: Screening](#) for more details

Costs of screening

Grant funding is available to support screening implementation and for “qualifying parents”.

- Most screening tools are available for free, but some require purchasing.
- Stipends for school staff to support screening events may be required if offered outside contract time
- Additional funds for contracted services may be required

Liability of conducting screening

[53F-2-522](#)

“A school employee trained in accordance with rules made by the state board under [Subsection \(3\)\(a\)\(iii\)](#), who administers an approved mental health screening in accordance with this section in good faith, is not liable in a civil action for an act taken or not taken under this section.”

Connecting it to Child Find

- ▶ Mental health screenings are one way to identify students with a possible presence of a disability, which is our responsibility. It supports our Child Find efforts but isn't the only way.
- ▶ In accordance with the requirements of Part B of the IDEA and the USBE Special Education Rules, each LEA implementing a mental health screener must have policies and procedures in place to ensure that any student suspected of having a disability, and who may need special education and related services, is identified, located, and evaluated consistent with the LEA's Child Find system.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment \(Page 11\)](#)

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Amended Administration of Medication Policy*

Issue:

The School needs to amend its Administration of Medication Policy.

Background:

A school may administer prescribed medication to a student if certain conditions are met, including the school having a policy on medication administration, having staff who have been trained to administer medication to students, and having in place a form signed by the student's parent/guardian and health care provider requesting that the school administer the medication to the student. In addition, school personnel may administer medication to students in emergency situations if certain requirements are met, particularly in regard to emergency diabetic medication, EpiPens, seizure rescue medication, stock albuterol (emergency asthma medication), and opiate antagonists. The proposed amendments to NDPA's Administration of Medication Policy are meant to more thoroughly cover the medication administration requirements and update outdated Utah Code references.

In addition, Utah law requires that schools have a policy addressing the training of appropriate school personnel on the provisions of Utah Code 53G-9-203. This section of the Utah Code covers, among other things, restrictions pertaining to medical recommendations by school employees and rules related to school employees communicating information and observations about a student's health and welfare. The required policy must also indicate that school employees who violate the provisions of Utah Code 53G-9-203 will be subject to disciplinary action by the school. NDPA has this required policy within its Administration of Medication Policy, but a few revisions are in order to satisfy the policy requirements.

Recommendation:

It is recommended that the Board approve the amended Administration of Medication Policy.

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

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

North Davis Preparatory Academy Administration of Medication Policy



PURPOSE

The purpose of this policy is to authorize personnel of North Davis Preparatory Academy (the “School”) to administer medication to students consistent with applicable law.

The School’s Board of Directors (the “Board”) acknowledges that medication should typically be administered by a student or the student’s parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that School personnel who provide assistance in substantial compliance with a student’s licensed health care 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 medication. The Board hopes that this policy will help ensure that School personnel act in a prudent and responsible manner in order to protect the health of students and the interests of School personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

POLICY

Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § ~~53A-11-604~~ 53G-9-502, regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in the administration of medication to students of the School during periods when the student is under the School’s control.

School personnel may also administer medication to students in emergency situations in accordance with the following:

- (a) Glucagon. Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § ~~53A-11-604~~ 53G-9-504 regarding the emergency administration of glucagon to a student in accordance with the statute if-in-the-event (1) the School receives a glucagon authorization request from the parent or guardian of a student; and (2) any School personnel who have been trained (as described in the statute) in the administration of glucagon are available to administer the glucagon. The School may not compel

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

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

School personnel to become trained in the administration of glucagon nor may it obstruct School personnel from becoming trained in the administration of glucagon.

- (b) Epinephrine Auto-Injector. The School will comply with the requirements of Utah Code Ann. §§ 26B-41-~~14~~401, *et seq.*, regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision. The School will make an emergency epinephrine auto-injector available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing an epinephrine auto-injector on School property or administering an epinephrine auto-injector to any person in accordance with the statute.
- (c) Seizure Rescue Medication. The School will comply with the requirements of Utah Code Ann. § ~~53A-11-603.5~~53G-9-505 regarding the emergency administration of seizure rescue medications to a student. Accordingly, the School may administer seizure rescue medication to a student in accordance with the statute if (1) the School receives a seizure rescue authorization from the parent or guardian of the student; and (2) a School employee who has become a “trained school employee volunteer” as defined in the statute is available to administer the seizure rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer~~in the event any School personnel seeks to become a “qualified adult” under that provision.~~
- (d) Opiate Antagonist. In accordance with Utah Code Ann. § 26B-4-509-~~55~~104, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.
- (e) Stock Albuterol. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding emergency administration of stock albuterol in response to an asthma emergency, in the event any School personnel seeks to become a “qualified adult” under that provision. The School may make stock albuterol available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing stock albuterol on School property or administering stock albuterol to any person in accordance with the statute.

The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how administration of medication under this policy will take place.

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

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

The Principal will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective implementation of this policy. The School's Principal will ensure that School personnel and parents are provided with information about this policy as needed.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Students are not prohibited from possessing and self-administering one day's dosage of a non-prescription medication where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

Observations and Medical Recommendations by School Personnel

The Principal will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § ~~53A-11-605~~ 53G-9-203, including but not limited to training regarding medical recommendations by School employees and rules related to School employees communicating information and observations about a student's health and/or welfare.

School employees who intentionally violate Utah Code Ann. § 53G-9-203 will be subject to discipline up to and including termination.

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Re-Approve Wellness Policy*

Issue:

The Board should re-approve the Wellness Policy.

Background:

At least once every three years the School is required to evaluate compliance with its Wellness Policy to assess the implementation of the policy and include:

- The extent to which the School is in compliance with the Wellness Policy;
- The extent to which the Wellness Policy compares to the Alliance for a Healthier Generation's Model Wellness Policy; and
- A description of the progress made in attaining the goals of the School's Wellness Policy.

The School's Principal and the Wellness Committee – which consists of administration, staff, a member of the Food Service team, and a parent – recently conducted this assessment (known as the Triennial Progress Assessment) of the Wellness Policy.

Discussed items in the committee meeting and triennial review.

- Current implementation Physical Ed Specialists has been very positive and meets our physical activity/physical education component.
- The lunch staff of both buildings have incorporated nutritional education within the lunch menu, activities and food service.
 - One of the ways is International Days and Themed Lunches – both create appealing and attractive ways to have students try and eat healthy meals.
 - Breakfast is available.
 - A variety of options are offered to allow students choice.

The results of the Triennial Progress Assessment did not produce any updates or modifications to the School's Wellness Policy. The School's Principal and Wellness Committee recommend re-approving the School's Wellness Policy as-is.

Recommendation:

It is recommended that the Board re-approve the Wellness Policy.

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

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

NDPA Triennial Progress Assessment

Committee Meeting Notes

June 14, 2023

Committee Members:

- ✓ Ryan Robinson; LEA Director
- ✓ Misty Smith, Administrator
- ✓ Jessica Bryant; Administrator
- ✓ Ammon Campbell, Administrator
- ✓ LaRetta Foxley; Lunch Manager
- ✓ Gaby Smith; Parent

1. Discussion on the extent to which the school is in compliance with the wellness policy:
 - a. Committee agrees policy is well implemented.
 - b. Discussion of the positive benefits of our PE Specials.
2. The extent to which the wellness policy compares to the Alliance for a Healthier Generation's model wellness policy:
 - a. Team is in agreement that the NDPA policy follows the Alliances wellness model.
3. A description of the progress made in attaining the goals of the School's wellness policy
 - a. International food days and themed lunches to create an appealing and attractive way to try healthy meals.
 - b. Each lunch has several choices for students to create a healthy meal.
 - c. Breakfast is offered.

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

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

North Davis Preparatory Academy Wellness Policy



Preamble

North Davis Preparatory Academy (the “School”) is committed to the optimal development of every student. The School believes that for students to have the opportunity to achieve personal, academic, developmental and social success, it needs to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy (“wellness policy”) outlines the School’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this wellness policy establishes goals and procedures to ensure that:

- Students in the School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the School—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- The School engages in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This wellness policy applies to all School students and staff. Specific measureable goals and outcomes are identified within each section below.

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

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

School Wellness Committee

Committee Role and Membership

The School will convene a wellness committee (the “Committee”) that meets up to four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this wellness policy.

The Committee will oversee wellness efforts, review wellness goals and as necessary, recommend changes to the wellness policy. The Committee may consist of but is not limited to parents, students, the Principal, teachers and members of the community, and for the purpose of also acting as the Nutrition and Fitness Advisory Committee, will also include health professionals, food service staff, and health/PE teachers as required. The School Kitchen Manager and Principal will be responsible for convening the Committee and ensuring compliance with this wellness policy.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The School will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the School campus(es), food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. The School will use the Healthy Schools Program online tools (<https://schools.healthiergeneration.org>) to complete an assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that helps ensure implementation of the wellness policy, and generate an annual progress report.

This wellness policy and the progress reports will be provided on the School’s website.

Recordkeeping

The School will retain records to document compliance with the requirements of the wellness policy at the School’s main office and/or on the School’s central computer network. Documentation maintained in this location(s) will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the wellness policy has been made available to the public;

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

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

- Documentation of efforts to review and update the wellness policy; including an indication of who is involved in the update and methods the School uses to make stakeholders aware of their ability to participate on the Committee;
- Documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public.

Annual Notification of Policy

The committee will meet annually in the month of April. Notification of the annual meeting and invitation to participate will be advertised to the School community through the School's newsletter, website or other means. An annual assessment of compliance with the wellness policy will be performed. An evaluation tool like the State provided "Wellness Tool" may be used to make the assessment. Minutes and/or an assessment of progress and efforts will be made available to the School community by using the School's newsletter and/or website. The most current version of the wellness policy will be made maintained on the School's website.

Triennial Progress Assessments

At least once every three years, the School will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the School is in compliance with the wellness policy;
- The extent to which the wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the School's wellness policy.

The Principal is responsible for managing the triennial assessment.

The School will notify households/families of the availability of the triennial progress report by using the School's newsletter and/or website.

Revisions and Updating the Policy

The Committee will update or modify the wellness policy based on the results of the annual School Health Index (<https://schools.healthiergeneration.org>) and/or triennial assessments and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Community Involvement, Outreach and Communications

The School is committed to being responsive to community input, which begins with awareness of the wellness policy. The School will actively communicate ways in which representatives of Committee and others can participate in the development, implementation and periodic review and

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

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

update of the wellness policy through a variety of means, including School's newsletter and/or website.

The School will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The School will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Nutrition

School Meals

The School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP). The School is committed to offering school meals through the NSLP program that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers reimbursable school meals that meet USDA nutrition standards (<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>)).)

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. The School will make drinking water available where school meals are served during mealtimes. Students will be allowed to bring and carry water bottles filled with only water with them throughout the school day.

Competitive Foods and Beverages

The School is committed to ensuring that all foods and beverages available to students on School property during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create

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

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

an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, in-school fundraisers, School stores and snack or food carts.

Celebrations and Rewards

All foods offered, but not sold, on School property will meet or exceed the following requirements:

NDPA's Food and Candy policy states that food will not be used as punishment, rewards or motivators. In addition, nutritional education will be provided and nutritional incentive program will be encouraged.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout School buildings, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by School staff, teachers, parents, students and the community.

The School will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs.

Nutrition Education

The School will teach, model, encourage and support healthy eating by all students.

The primary purpose of nutritional education is to build knowledge and skills that will help children make healthy eating and physical activity choices now and lifelong. The will be supported by the following:

- Healthy eating habits will be taught and supported for students and staff by encouraging teachers, whenever possible, to use healthy nutrition facts in learning skills such as reading, writing and math.

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

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

- NDPA's Food and Candy policy states that food will not be used as punishment, rewards or motivators. In addition, nutrition education will be provided and nutrition incentive program will be encouraged.
- Promote nutritional and physical awareness and healthy lifestyles through assemblies.
- Increase awareness of healthy lifestyles such as regular medical and dental checks ups.
- Encourage and educate parents in ways to provide healthy and affordable sack lunches.

Food and Beverage Marketing in the School

The School is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The School strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on School property that contains messages inconsistent with the health information the School is imparting through nutrition education and health promotion efforts. It is the intent of the School to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the School campus(es), consistent with the School's wellness policy.

Any foods and beverages marketed or promoted to students on School property during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on School equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, the School will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the School.
- Advertisements in School publications or School mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Physical Activity

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

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

The Community Council recognizes the importance of physical activity for student health and academic achievement. The Community Council encourages the director to implement programs to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the student's physical, mental, emotional and social well-being. The following goals are some of the ways NDPA hopes to achieve this:

- Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through PE, assemblies, after school activities or in the classroom.
- Provide daily recess for all elementary students for at least 20 minutes per day and a minimum of 30 minutes of fitness education per week, schedule permitting.
- Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom.
- When activities such as mandatory testing or inclement weather make it necessary for students to stay indoors for long periods of time, students will be given periodic breaks during which they are encouraged to participate in some activity or movement.
- Physical education activities should teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement.
- Appropriate alternative activities should be provided for students with physical disabilities.
- Exemptions from physical activities should be provided where appropriate for ill or injured students.
- Parent volunteers will be encouraged to form after school sports teams or clubs for students.
- Air quality will be monitored during periods of inversion. On yellow or orange days, students who are at risk of breathing issues will be allowed to remain inside for recess, and on red days, all students will be allowed to stay inside.

Physical Education

The School will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Elementary students will receive physical education for at least 60-89 minutes per week throughout the school year.

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

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

Secondary students are required to take the equivalent of one academic year of physical education.

The School physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program (<http://www.pyfp.org>) or other appropriate assessment tool) and will use criterion-based reporting for each student.

Recess (Elementary)

The School's elementary campus(es) will offer at least **20 minutes of recess** on all days during the school year. If recess is offered before lunch, the campus(es) will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the School must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines established by the administration that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Community Partnerships

The School will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of

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

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

this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Language Access Policy*

Issue:

Adopting a Language Access Policy.

Background:

Last year the legislature enacted a bill (HB 302) that requires each LEA to adopt a policy addressing the LEA's communication and assistance to students who are learning English and their parents. The bill (now codified in Utah Code § 53G-7-223) requires that the policy include certain provisions on an LEA's use of interpreters and translators for school activities and documents. The bill also requires the USBE to create a model policy covering the language assistance requirements. The USBE has now completed the model policy.

The Language Access Policy is based on the USBE's model policy and requires the school to, among other things, designate a Language Access Coordinator, determine the primary language spoken by a student and his/her parent within 30 calendar days of a student's enrollment, provide interpretation services during regular business hours to students and their parents who require such services to communicate with the school about critical information, and provide translations of school materials to students and their parents who require the translations to communicate effectively with the school.

This policy is required to be reviewed by the school on an annual basis.

Recommendation:

It is recommended that the Board approve the Language Access Policy.

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

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

North Davis Preparatory Academy Language Access Policy



PURPOSE

The purpose of this policy is to help ensure that North Davis Preparatory Academy (the “School”) provides access to its services, programs, and activities to persons who have limited English proficiency and understand languages other than English.

DEFINITIONS

For purposes of this policy, the following terms have the following meanings:

“Primary language” means the first language spoken by a student and a student’s parent/guardian.

“Interpretation” means simultaneous communication between a speaker of English and a speaker of another language.

“Translation” means written communication wherein the written words of one person are communicated to others in writing in a different language.

POLICY

Language Access Coordinator

The School’s Principal shall designate a Language Access Coordinator who is responsible for implementing this policy at the School and ensuring that any necessary training on the policy is provided. The Language Access Coordinator may also recommend updates or changes to this policy in an effort to make the policy more effective.

Notification to Employees

The School shall notify its employees of this policy, the rights of parents/guardians and students to receive language assistance services, and the proper procedures to access language assistance services as outlined in this policy.

Determination of Primary Language

Within thirty (30) calendar days of a student’s enrollment (or re-enrollment) in the School, the School shall determine the primary language spoken by the student and the student’s parent/guardian, and if such language is not English, whether the student and parent/guardian require language assistance to communicate effectively with the School.

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

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

The School shall maintain a current record of the primary language of each parent/guardian of students enrolled in the School.

Obligation to Provide Language Assistance Services

The School shall, consistent with this policy and applicable law, provide translation and interpretation services to students and parents/guardians who require language assistance in order to communicate effectively with the School.

Interpretation Services

The School shall provide interpretation services during regular business hours to parents/guardians and their students who require such services in order to communicate with the School regarding critical information about the students' education. Depending upon availability, such interpretation services may be provided at the School, a reasonable location agreed upon by the School and a student's parent/guardian, or virtually.

The School shall provide the interpretation services described above for School activities, including but not limited to:

- (a) classroom activities;
- (b) impromptu and scheduled office visits or phone calls;
- (c) enrollment or registration processes;
- (d) the Individualized Education Program (IEP) process;
- (e) student educational and occupational planning processes;
- (f) fee waiver processes;
- (g) parent engagement activities;
- (h) student disciplinary meetings;
- (i) community councils (if any);
- (j) board meetings;
- (k) other School activities; and
- (l) other interactions between the parents/guardians of a student learning English and educational staff at the School.

Translation Services

The School shall provide translations of School materials to parents/guardians and their children who require them to communicate effectively with the School, and such materials include, but are not limited to:

- (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications;
- (b) assignments and accompanying materials;
- (c) report cards or other progress reports;
- (d) student discipline policies and procedures;

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

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

- (e) grievance procedures and notices of rights and nondiscrimination;
- (f) parent or family handbooks;
- (g) requests for parent permission; and
- (h) any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents/guardians and family.

Centrally Produced Critical Communications

The School shall identify documents that it distributes or electronically communicates to parents/guardians containing critical information regarding their child's education, including, but not limited to, documents pertaining to:

- (a) registration, application, and selection;
- (b) standards and performance (e.g., standard text on report cards);
- (c) conduct, safety, and discipline;
- (d) special education and related services; and
- (e) transfers and withdrawals.

The School shall procure translations of the applicable critical communications listed above in a timely manner, in each of the covered languages, and work to make such translations available to parents/guardians and students of the School.

Student-Specific Critical Documents

Where required under this policy, the School shall provide parents/guardians with a translation of important documents that contain individual, student-specific information regarding, but not limited to, their student's:

- (a) health;
- (b) safety;
- (c) legal or disciplinary matters; and
- (d) entitlement to public education or placement in any special education, English language learner or non-standard academic program.

Qualifications of Interpreters and/or Translators

Individual interpreters and translators provided by the School do not have to be certified unless certification is required by law. However, they should be competent and, where possible, have experience providing interpretation or translation services for school activities and materials listed in this policy. Where deemed appropriate by the School's Principal or Language Access Coordinator, the School may utilize online translation services such as Google Translate or Microsoft Translator to translate School materials or documents described in this policy.

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

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

The School shall follow its Special Education Policies and Procedures Manual when providing interpretation and translation services for students with disabilities.

COMPLAINTS

If any parent/guardian or student feels that they are not receiving the language assistance services set forth in this policy, they may address those concerns through the School's Parent Grievance Policy.

ANNUAL REVIEW OF POLICY

The School shall review this policy for efficacy on an annual basis. As part of this review, and for purposes of evaluating the effectiveness of this policy, the School may consult with its stakeholders and community members, refugee resettlement agencies, immigration services organizations, ethnic based community organizations.

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Student Transportation Policy*

Issue:

The School is required to adopt a policy addressing school buses and student transportation.

Background:

R277-601 requires LEAs to have a policy on school buses even if, according to the USBE, an LEA doesn't own or operate school buses. This policy explains that the School does not own or operate School buses and that parents/guardians are responsible for the transportation of their students to and from school each day. This policy also addresses how the School handles transportation of students to and from such things such as field trips and extracurricular activities and sets forth the applicable rules and standards related to such transportation.

We have included the optional paragraph that addresses student transportation with for School activities through private or rental vehicles driven by School employees or volunteers who have been approved by the School's Principal. Platte has provided a Student Passenger in a Private or Rental Vehicle form that will need to be filled out by these drivers. This will meet the School's insurance company's requirements.

Recommendation:

It is recommended that the Board approve the Student Transportation Policy.

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

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

North Davis Preparatory Academy Student Transportation Policy



PURPOSE

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

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

POLICY

No School Buses

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

Student Transportation for School Activities

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

The School may also provide student transportation for School activities through private or rental vehicles driven by School employees or volunteers who have been approved by the School’s Principal. The School’s Principal shall establish the necessary qualifications for such drivers and other requirements that must be met prior to using private or rental vehicles to transport students. See Student Passenger in a Private or Rental Vehicle form.

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

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

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

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

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

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



NORTH DAVIS

PREPARATORY ACADEMY

Student Passenger in a Private or Rental Vehicle

With prior approval of the Principal of North Davis Preparatory Academy (the “School”), a private or rental vehicle driven by a School employee or volunteer may be used to transport a student to and/or from a School activity. The following requirements apply for authorized use of such private or rental vehicles:

1. Drivers must be a School volunteer or employee who is at least twenty-one years of age.
2. Drivers must have a valid Utah driver license.
3. Drivers may not transport students if they have had a conviction in the past ten years for an alcohol/drug related driving violation or have had more than two moving violations in the last twelve months.
4. Drivers must have successfully completed a criminal background check if they will be transporting students without another School employee in the vehicle.
5. Drivers must have liability insurance coverage for the vehicle.
6. Drivers must ensure that the vehicle has passed state-required safety inspections.
7. Drivers must confirm they will not be using a 12 or 15 passenger van or a vehicle with 11 or more seats.
8. REMEMBER – the driver and all passengers must wear seat belts. It’s the law.
9. Parent/guardian must give prior consent for his/her student to be transported by a School employee or volunteer in a private or rental vehicle to a School activity.

DATE(S)	SCHOOL ACTIVITY	DESTINATION	MILES

PARENT/GUARDIAN: I give my permission for my student _____ to be transported by a School employee or volunteer to and/or from an approved School activity as outlined above.

Parent/Guardian Signature

Date

This form must be kept on file in the school until the end of the school year

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

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

NDPA Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Ratify Board Members and their Terms*

Issue:

The Board must ratify all members and their terms annually.

Background:

Each year at the Annual Board Meeting, the board must ratify all members and their terms. This year, Clint Heiner is up for a new 4-year term to expire in June 2027. The board must approve their new term. Below are the board members and their terms.

- Clint Heiner – *NEW* 4-year term to expire June 2027
- Maggie Arave – June 2026
- Dale Pfister – June 2025
- Monte Poll – June 2025
- Rita Brock – June 2024

Recommendation:

It is recommended that the Board approve Clint Heiner for a new 4-year term to expire June 2027 and ratify Maggie Arave with a term to expire June 2026, Dale Pfister and Monte Poll both with a term to expire June 2025, and Rita Brock with a term to expire June 2024.

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

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

NDPA's Board of Director's Meeting Thursday, June 15, 2023

Action Item: *Signers on NBH Bank Account*

Background:

The 2020 loan documents with NBH Bank require a depository relationship between NDPA and the Bank.

Action Item:

Until recently, however, NBH has not had a bank in Utah that qualifies to hold state funds under the Utah Money Management Act. Now that they have acquired Hillcrest Bank, they are requesting compliance with that clause within the loan agreement. As such, the Board needs to appoint signers on the account as well as a primary account administrator for the online banking portal.

The school is allowed to have multiple signers on the account as well as multiple employees, board members, and Academics West staff with access online to handle the day-to-day business of the school. Normally, the School would assign the Principal and two Board Members as signers on the account, and a member of Academics West's business office as the primary account administrator to not burden the governing board and educational leaders with that additional work, but we also need to be conscious and overly cautious due to recent financial oversight abuses. We believe only one individual may be named as a primary administrator, but we have asked for guidance on if there can be two such individuals. We have not received word back as of now.

Recommendations:

It is recommended that the board appoint the Principal, Board President, and Board Financial Coordinator as signers on the bank account and appoint one or two individuals at Academics West as the primary administrator(s) on the online side of the account with discussion surrounding additional safeguards that can be put in place to provide oversight.

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

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



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked "Yes" and enter the total on the "Total Points Earned" line.
- Based on the points earned, circle/highlight the risk level on the "Risk Level" line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

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

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

Fraud Risk Assessment

Continued

*Total Points Earned: 375/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	X	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	X	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	X	20

*Entity Name: North Davis Preparatory Academy

*Completed for Fiscal Year Ending: 30 June 2023 *Completion Date: 15 June 2023

*CAO Name: Ryan Robinson *CFO Name: Clint Heiner

*CAO Signature: _____ *CFO Signature: _____

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

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

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				✓
4. Are all the people who have access to blank checks different from those who are authorized signers?		✓	✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control

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

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

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☑ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

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

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

[Back to Agenda](#)

North Davis Preparatory Academy Ethics Policy



North Davis Preparatory Academy (the “School”) adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School’s Board of Directors and Principal in accordance with the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

- (a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;
- (b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;
- (c) using or attempting to use his/her official position to:
 - i. further substantially his/her personal economic interest; or
 - ii. secure special privileges or exemptions for himself/herself or others;
- (d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;
- (e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or

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

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

- (f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:
- i. that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;
 - ii. that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or
 - iii. if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

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

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



Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of **North Davis Preparatory Academy**, I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature _____
Monte Poll Date _____

Signature _____
Maggie Arave Date _____

Signature _____
Dale Pfister Date _____

Signature _____
Rita Brock Date _____

Signature _____
Clint Heiner Date _____

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

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

[Back to Agenda](#)



NORTH DAVIS

PREPARATORY ACADEMY

Policies, Procedures, Plans (“PPP”) Required To Be Reviewed and/or Approved

PPP Required by Law to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Attendance/Truancy and Attendance Data	Annually	06/01/22	Board
Bullying and Hazing	Annually	10/06/22	Board
Cash Handling	Annually		LEA
Donation and/or Fundraising	Annually	06/01/22	Board
Electronic Resources or Devices	Once every three years		LEA
Emergency Response/Preparedness Plan	Once every three years		Emerg. Committee
Fee Waiver	Annually	02/01/23	Board
Financial Reporting	Annually		LEA
Language Access	Annually		LEA
Parent and Family Engagement, Compact, Plan	Annually		LEA
Procurement	Annually		LEA
Purchasing and Disbursement	Annually		LEA
Sex Education Instruction	Every two years	06/01/22	Board
Wellness	Four times a year		Wellness Committee

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

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

PPP Required by PPP only to be Reviewed	Frequency	Date Last Reviewed	Reviewer
Information Technology Security Policy & Plan	Periodically		IT Security Manager
Meal Charge/Alternate Meal Policy/Proc4	Annually		LEA
Student Conduct and Discipline Policy & Plan FY23 Out of School Suspensions & Expulsions	Annually	06/01/22	Board

PPP Required by Law to be Re-Approved	Frequency	Date Last Reviewed	Reviewer
Electronic Resources or Devices	Once every three years	06/01/22	Board
Fee Waiver	Annually	02/01/23	Board
Parent and Family Engagement	Every two years	10/05/22	Board
Wellness	Once every three years	06/10/20	Board

Other Required Trainings	Frequency	Date Last Reviewed	Reviewer
Arrest Reporting Policy	Annually	06/01/22	Board
School LAND Trust Board Training	Annually	03/29/23	Board
Open and Public Meetings Act	Annually	06/01/22	Board
Fraud Risk Assessment/Ethical Behavior	Annually	06/01/22	Board
Fraud Risk Online Training	Every (4) Years	2020	Board

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

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

[Back to PPPT](#)

North Davis Preparatory Academy Attendance Policy



POLICY

North Davis Preparatory Academy (the “School”) is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences and tardiness result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student’s permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

The School intends for this policy to be consistent with the provisions of Utah’s compulsory education laws, Utah Code Ann. §§ 53G-6-201 through 53G-6-208, as well as Utah Administrative Code Rule R277-607.

The Principal will establish attendance procedures consistent with this policy and applicable law and will ensure that the policy and procedures are distributed to parents.

Review

The School’s Board of Directors shall review this policy annually. The Board shall also annually review attendance data and consider revisions to this policy to encourage student attendance.

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

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



Attendance

Administrative Procedures

These procedures are established in accordance with the Attendance Policy established by the School's Board of Directors.

Definitions

"Absence" or **"absent"** means the failure of a school-age child assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.

"Valid excuse" or "excused absence" means an absence resulting from:

- a) an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- b) mental or behavioral health of the school-age child;
- c) a death of a family member or close friend;
- d) a scheduled family event or a scheduled proactive visit to a health care provider in accordance with Section 53G-6-803(5);
- e) a family emergency;
- f) an approved school activity;
- g) a preapproved extended absence for a family activity or travel, consistent with school policy; or
- h) an absence permitted by an individualized education program or Section 504 accommodation plan, developed pursuant to relevant law.

The Principal has the discretion to consider other absences as "valid excuses."

"Valid excuse" or "excused absence" does not mean a parent acknowledgement of an absence for a reason other than those described above.

"Habitual truant" means a school-age child who:

- (1) is in grade 7 or above and at least 12 years old;
- (2) is subject to the requirements of Section 53G-6-202; and
- (3)(a) is truant at least ten times during one school year; or (b) fails to cooperate with efforts on the part of school authorities to resolve the school-age child's attendance problem as required under Section 53G-6-206.

"School-age child" means a minor who is at least six years old but younger than 18 years old and who is not emancipated.

"School day" means the portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.

"Truant" means a condition by which a school-age child, without a valid excuse, is absent for (a) at least half of the school day; or (b) if the school-age child is enrolled in a learner verified program, as that term is defined by the State Board of Education, the relevant

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

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

amount of time under the School's Learner Validated Program Policy. A school-age child may not be considered truant under this policy more than one time during one day.

Attendance Requirements: Students are allowed a maximum of five (5) unexcused absences per year.

Excused Absences: An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school.

In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

Preapproved Extended Absence: A parent/guardian may request approval from the principal prior to a student's extended absence of up to ten (10) days per school year. The principal will approve the absence if the principal determines that the extended absence will not adversely impact the student's education.

Medical Documentation: The School may not require documentation from a medical professional to substantiate a valid excuse that is a mental or physical illness.

Make-up Work: Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher.

Tardiness: A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration. Elementary students are allowed five (5) tardies per quarter. Middle school students are allowed three (3) tardies per class each quarter.

Notification of Absences and Tardies: In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents will be notified when their student reaches the 4th unexcused absence of the year. Parents of elementary students will be notified when their child is tardy for the 4th time during a given quarter. Parents of Middle School students will be notified if their child is tardy for the 2nd time in a class for the given quarter. If the maximum limit for unexcused absences or tardiness is reached, the principal will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

Grounds for an Appeal: Students who believe that all or part of their absences and/or tardies should be considered excused may provide a written request to the administrator to review their case.

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

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

Notice of Compulsory Education Violation

The School may issue a "notice of compulsory education violation" to a parent/guardian of a school-age child who is in grades 1 through 6 if the student is truant at least five (5) times during the school year.

This notice shall:

1. Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the principal and Board to secure regular attendance by the student;
2. Designate the School authorities with whom the parent is required to meet;
3. State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems, or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and
4. Be served on the parent/guardian by personal service or certified mail.

If School personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent or guardian has failed to make a good faith effort to ensure that the child receives an appropriate education, the issuer of the compulsory education violation shall submit to the Division of Child and Family Services the report required by Utah Code Subsection 53G-6-202(8) (also in accordance with the School's Child Abuse and Neglect Reporting Policy).

Truancy Intervention Program

The School's Truancy Intervention Program is established to encourage good attendance and to facilitate the processing of chronically truant students through evidence-based alternative interventions or the juvenile court. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- Annual notification of the School's attendance policies will be provided to the parents of all students at the time of registration.
- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent(s) of the concern. The teacher will set up a conference with the student and/or the student's parent(s) to identify and resolve any problems that prevent the student from attending school. The student's progress will be monitored.
- If meeting with the student and parent(s) does not adequately address the problems and the student's learning continues to suffer, then the school counselor or principal will work with the teacher and parent(s) in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include, but are not limited to, the following: making adjustments to the curriculum or the schedule,

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

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

counseling of the student by school authorities, considering alternatives proposed by the parent, or providing the parent with a list of community resources to help the family.

- The principal may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, a certified letter will be sent to the parent(s) requesting a formal meeting with the administrator to resolve the attendance problems. A copy of the letter and mailing certificates will be kept by the School.
- The principal will notify the student and a parent/guardian of the actions the School may take should the student be truant in the future.

Notice of Truancy

Consistent with Section 53G-6-203, the School may issue a notice of truancy to a school-age child who is in grade 7 or above, at least 12 years old, and is truant at least five (5) times during the school year.

A notice of truancy will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

A notice of truancy will:

1. Direct the school-age child who receives the notice of truancy, and the parent/guardian of the school-age child, to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal and Board to secure regular attendance by the student;
2. Designate the School authorities with whom the school -age child and parent/guardian is required to meet.

A notice of truancy will be served on the parent/guardian by personal service or regular mail. The parent/guardian will have the right to appeal a notice of truancy in writing to the Principal within ten (10) days of being issued.

Referrals for Habitual Truancy

In accordance with Utah Code § 53G-8-211(4), the School shall refer a school-age child for prevention and early intervention youth services, as described in Section 62A-7-104, by the Division of Juvenile Justice Services for being a habitual truant if the school-age child refuses to participate in an evidence-based alternative intervention described in Utah Code § 53G-8-211(3)(b), including:

- a mobile crisis outreach team;
- a youth services center operated by the Division of Juvenile Justice Services;
- a youth court or comparable restorative justice program; or
- other evidence-based interventions created and developed by the School or other governmental entities as set forth in Subsection 53G-8-211(3)(b)(v).

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

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

The School may refer a school-age child who is a habitual truant to juvenile court or a law enforcement officer or agency if the student refuses to participate in an evidence-based alternative intervention described in Subsection 53G-8-211(3)(b) and fails to participate in prevention and early intervention youth services provided by the Division of Juvenile Justice Services as provided above.

A referral to juvenile court or a law enforcement officer or agency will include:

1. Attendance records for the student;
2. A report of evidence-based alternative interventions used by the School before the referral, including outcomes.
3. The name and contact information of the School representative assigned to actively participate in the court process with the student and the student's family;
4. A report from the Division of Juvenile Justice Services that demonstrates the minor's failure to complete or participate in prevention and early intervention youth services as set forth in Utah Code § 53G-8-211(4); and
5. Any other information that the School considers relevant.

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

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

[Back to PPPT](#)

School Attendance North Davis LEA Administration From: 8/16/2022 To: 6/3/2023

Date: 6/3/2023

School	Classes Enrolled	Classes Attended	Attendance Percentage	Classes Absent	Absent Percentage
North Davis Preparatory Academy	345,077	312,225	90.48%	32,852	9.52%
Overall Totals:	345,077	312,225	90.48%	32,852	9.52%

School Attendance for Special Education North Davis LEA Administration From: 8/16/2022 To: 5/25/2023

Date: 6/4/2023

(100) North Davis Preparatory Academy

Program	Classes Enrolled	Attended		Absent		Tardy	
		Classes	Percentage	Classes	Percentage	Classes	Percentage
Autism	3,029	2,868	94.68%	161	5.32%	49	1.62%
Developmental Delay	851	739	86.84%	112	13.16%	45	5.29%
Emotional Disturbance	4,200	4,007	95.40%	193	4.60%	92	2.19%
Orthopedic Impairment	117	115	98.29%	2	1.71%	2	1.71%
Other Health Impairment	9,532	9,188	96.39%	344	3.61%	154	1.62%
Specific Learning Disability	58,373	54,691	93.69%	3,682	6.31%	1,588	2.72%
Speech/Language Impairment	10,340	9,648	93.31%	692	6.69%	292	2.82%
	86,442	81,256	94.00%	5,186	6.00%	2,222	2.57%

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

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

School Attendance by Grade Level

North Davis LEA Administration

From: 8/16/2022 To: 6/4/2023

Date: 6/4/2023

School	Grade Level	Attendance Percentage	Absent Percentage	Tardy Percentage
North Davis Preparatory Academy	Kindergarten	88.23%	11.77%	
	I : Excused Tardy	0.34%		0.34%
	E : Excused	0.00%	5.06%	
	M : Medical	0.00%	0.02%	
	T : Tardy	1.28%		1.28%
	V : Vacation	0.00%	0.47%	
	X : Absent	0.00%	6.22%	
	Grade 1	90.12%	9.88%	
	I : Excused Tardy	1.04%		1.04%
	E : Excused	0.00%	3.08%	
	T : Tardy	1.64%		1.64%
	V : Vacation	0.00%	0.36%	
	X : Absent	0.00%	6.42%	
	Z : Suspended	0.00%	0.03%	
	Grade 2	91.66%	8.34%	
	I : Excused Tardy	1.13%		1.13%
	E : Excused	0.00%	2.91%	
	T : Tardy	1.04%		1.04%
	V : Vacation	0.00%	0.16%	
	X : Absent	0.00%	5.21%	
	Z : Suspended	0.00%	0.06%	
	Grade 3	91.62%	8.38%	
	I : Excused Tardy	1.42%		1.42%
	E : Excused	0.00%	2.15%	
	M : Medical	0.00%	0.01%	
	T : Tardy	1.57%		1.57%
	V : Vacation	0.00%	0.39%	
	X : Absent	0.00%	5.80%	
	Z : Suspended	0.00%	0.03%	
	Grade 4	91.00%	9.00%	
	I : Excused Tardy	1.22%		1.22%
	E : Excused	0.00%	2.37%	
	M : Medical	0.00%	0.02%	
	T : Tardy	4.49%		4.49%
	V : Vacation	0.00%	0.44%	
	X : Absent	0.00%	6.16%	
	Z : Suspended	0.00%	0.02%	
	Grade 5	91.59%	8.41%	
	I : Excused Tardy	0.38%		0.38%
	D : Dr. Appointment	0.00%	0.00%	
	E : Excused	0.00%	3.08%	
	T : Tardy	1.69%		1.69%
	V : Vacation	0.00%	0.45%	

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

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

School Attendance by Grade Level

North Davis LEA Administration

From: 8/16/2022 To: 6/4/2023

Date: 6/4/2023

School	Grade Level	Attendance Percentage	Absent Percentage	Tardy Percentage
North Davis Preparatory Academy	X : Absent	0.00%	4.82%	
	Z : Suspended	0.00%	0.06%	
	Grade 6	89.80%	10.20%	
	I : Excused Tardy	0.63%		0.63%
	D : Dr. Appointment	0.00%	0.01%	
	E : Excused	0.00%	3.53%	
	M : Medical	0.00%	0.06%	
	T : Tardy	6.69%		6.69%
	V : Vacation	0.00%	0.46%	
	X : Absent	0.00%	5.91%	
	Z : Suspended	0.00%	0.23%	
	Grade 7	90.13%	9.87%	
	I : Excused Tardy	0.11%		0.11%
	D : Dr. Appointment	0.00%	0.07%	
	E : Excused	0.00%	3.33%	
	T : Tardy	3.74%		3.74%
	V : Vacation	0.00%	0.43%	
	X : Absent	0.00%	5.78%	
	Z : Suspended	0.00%	0.26%	
	Grade 8	88.70%	11.30%	
	I : Excused Tardy	0.16%		0.16%
	D : Dr. Appointment	0.00%	0.05%	
	E : Excused	0.00%	4.19%	
	T : Tardy	4.29%		4.29%
	V : Vacation	0.00%	0.39%	
	X : Absent	0.00%	6.20%	
	Z : Suspended	0.00%	0.47%	
	Grade 9	88.83%	11.17%	
	I : Excused Tardy	0.15%		0.15%
	D : Dr. Appointment	0.00%	0.12%	
	E : Excused	0.00%	4.21%	
	T : Tardy	4.15%		4.15%
	V : Vacation	0.00%	0.38%	
	X : Absent	0.00%	6.09%	
	Z : Suspended	0.00%	0.37%	
School Totals		89.71%	10.29%	

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

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

[Back to PPPT](#)

North Davis Preparatory Academy Bullying & Hazing Policy



POLICY

NDPA will foster a safe and trusting community that enhances learning, is safe from physical and emotional harm, and nurtures the development of personal and social responsibility.

The NDPA Board of Directors directs the administration to develop administrative policy and procedures which meet the following criteria:

- Meet all statutory and regulatory requirements of the State of Utah and USBE
- Are consistent with the NDPA Core Values and End Statements
- Promote effective conflict management skills and build trust
- Provide training to students and staff members to ensure a safe school environment
- Provide supervision to monitor interpersonal interactions and correct those which are inconsistent with this policy

NDPA school administrators will report to the Board of Directors:

- Data showing the progress of improvement of personal and social responsibility including the number and description of serious infractions annually.
- Data collected from student/parent surveys assessing the effectiveness of the policy and procedures every three years.

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

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



Bullying & Hazing

Administrative Procedures

Introduction

The school environment at NDPA is like a family. Most of the time we treat each other with kindness and respect. There are some times, however, where people are thoughtless, reckless, and even mean to others. The intent of people involved is often to “save face”, to get someone to “leave me alone”, or “get back at someone who deserves it”. These behaviors, generally the result of interpersonal conflicts on the part of students, are dealt with the philosophy and procedures described in the NDPA Student Conduct and Discipline Policy.

When administrators address issues where students are injured, teased, intimidated, upset, or scared, they take into consideration two factors: the intent of the aggressor and the impact the behavior has on others.

True bullying, as defined below, is such a serious violation it warrants a separate policy. When the intent of the perpetrator is to cause harm or create the fear of harm, the administration will follow the procedures outlined below.

I. Purpose

Bullying, as defined by law, is an extreme violation of the Core Values, the NDPA End Statements, and the NDPA Student Conduct and Discipline Policy. The main purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving the school’s students and employees. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy. A second purpose is to promote the development of personal and social responsibility in all students.

II. Definitions

- A. “Abusive Conduct” means verbal, nonverbal, or physical conduct of a parent or guardian or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.
- B. “Bullying” means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

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

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

- a. Causing physical or emotional harm to the school employee or student;
- b. Causing damage to the school employee's or student's property;
- c. Placing the school employee or student in reasonable fear of:
 - i. harm to the school employee's or student's physical or emotional well-being; or
 - ii. damage to the property of the school employee or student.
- d. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - i. the pervasiveness, persistence, or severity of the actions; or
 - ii. a power differential between the bully and the target; or
- e. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.

- C. "Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
 - a. Endangers the mental or physical health or safety of a school employee or student;
 - b. Involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - c. Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student;
 - d. Involves forced or coerced actions or activities of a sexual nature or with sexual connotations; or
 - e. Involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
 - f. Is committed for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for membership in a school or school-sponsored team, organization, program, or event; or

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

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

- g. Is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school-sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

The conduct described above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

- D. "Cyberbullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- E. "Retaliate" or "Retaliation" means an act or communication intended:
 - a. As retribution against a person for reporting bullying or hazing; or
 - b. To improperly influence the investigation of, or the response to, a report of bullying or hazing.
- F. "School" means North Davis Preparatory Academy (NDPA), charter school.
- G. "School board" means our NDPA Board of Directors.
- H. "School employee" means:
 - a. School teachers;
 - b. School staff;
 - c. School administrators; and
 - d. All others employed or authorized as volunteers, directly or indirectly, by the school or school board.
- I. "Volunteer" means a non-employee with significant, unsupervised access to students in connection with a school assignment.

III. Publication and Distribution of Policy and Signed Acknowledgement

This policy shall be available on the school website, with links from the family handbook, employee handbook, and any student conduct handbook. Copies of this policy will be distributed to students who are at least eight years old, parents or guardians of students enrolled in the school, and school employees, and on an annual basis all such individuals shall sign a statement indicating that they have received this policy. Printed copies of this policy are also available in the office.

IV. Prohibitions

- A. No school employee or student may engage in bullying a school employee or student;
 - a. On school property;

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

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

- b. At a school related or sponsored event;
 - c. On a school bus;
 - d. At a school bus stop; or
 - e. While the school employee or student is traveling to or from a location or event described above.
- B. No school employee or student may engage in hazing or cyber-bullying a school employee or student at any time or in any location.
- C. No school employee or student may engage in retaliation against:
 - a. A school employee;
 - b. A student; or
 - c. An investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation.
- D. No school student or parent or guardian of a school student may commit abusive conduct against a school employee.
- E. No school employee or student may make a false allegation of bullying, cyberbullying, hazing, abusive conduct, or retaliation against a school employee or student.
- F. No school employee, student, or volunteer may engage in a behavior that encourages or supports bullying, hazing, cyber-bullying, abusive conduct, or retaliation.

V. Process for Reporting

- A. Students or families can report (orally or in writing) any bullying, hazing, cyber-bullying, abusive conduct, or retaliation, or any suspicion or witnessing thereof, to a teacher or administrator. Contact information and positions are found on the website, including e-mail.
- B. School employees must report (orally or in writing) any bullying, hazing, cyber-bullying, abusive conduct, or retaliation, or any suspicion or witnessing thereof, to their building administrator.
- C. Each reported complaint shall include:
 - a. Name of complaining party;
 - b. Name of victim of prohibited conduct (if different than complaining party);
 - c. Name of perpetrator (if known);
 - d. Date and location of incident(s);
 - e. A statement describing the incident(s), including names of witnesses (if known).
- D. All complaints will be sent to the building administrator in a timely manner.
- E. All information about the person who filed the complaint with the school will be kept in confidence. In the rare event that we would have to tell who reported the problem, administration would contact that person before revealing his/her name.
- F. Incidents of bullying, cyber-bullying, hazing, and retaliation will be reported in the school's student information system as required.

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

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

VI. Actions Required if Prohibited Acts are Reported

A. Investigation

- a. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, cyber-bullying, abusive conduct, or retaliation.
- b. The investigation can include but are not limited to any of the following methods:
 - i. Discussions with the accused and the victim, where they express their view of the incident;
 - ii. Interview witnesses, and other peers;
 - iii. Staff/Faculty observations; and
 - iv. Gather perspectives of any member of the school community.
- b. After investigating, administration will determine if the incident meets the criteria of bullying, hazing, cyber-bullying, abusive conduct, or retaliation, as noted in the definitions above.

B. Verified Complaints

- a. Verified violations of the prohibitions noted previously shall result in consequences or penalties for the perpetrator. Consequences or penalties may include but are not limited to:
 - i. Student suspension or removal from a school-sponsored team or activity, including school-sponsored transportation;
 - ii. Student suspension or expulsion from school or lesser disciplinary action;
 - iii. Employee suspension or termination for cause or lesser disciplinary action;
 - iv. Employee reassignment; or
 - v. Other action against student or employee as appropriate.
- b. The administrator will timely contact parents or guardians of the victim, the perpetrator, and, as appropriate, by-standers to gather their input on the needs of the students toward responding to, and resolving, conduct prohibited in this policy.
- c. Plans will be developed for the perpetrator and the victim, as needed, for the purpose of changing behavior so similar incidents are not repeated. Plans may include but are not limited to the following:
 - i. Reporting any future violations;
 - ii. Resolving conflicts associated with the incident;
 - iii. Educating students on how to deal with difficult people and situations;
 - iv. Expressing feelings associated with the experience;
 - v. Alternate plans or restrictions for unsupervised time; and

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

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

- vi. Meeting with school counselor following parental notice and consent.
- C. Non-Verified Complaints
 - a. When the investigation determines that the situation does not meet the criteria for bullying, hazing, cyber-bullying, abusive conduct, or retaliation the administrator or designee will follow the procedures outlined in the NDPA Student Conduct and Discipline Policy. Administration will timely notify parents or guardians of the resulting actions determined by those involved.
 - b. Staff and Teachers will be alerted to watch these students for behaviors typically associated with bullying, hazing, cyber-bullying, abusive conduct, or retaliation.
- D. Other Actions, as appropriate:
 - a. If the incident included any criminal activity the administrator may report it to law enforcement in a timely manner.
 - b. Issues that may potentially be a violation of civil rights may be promptly reported to the Office of Civil Rights (OCR).
 - c. If the student or employee does not feel they have been treated fairly they are entitled to due process rights under Section 53G-11-501 et seq. (employees), Section 53G-8-202 et seq. (students), and school discipline and grievance policies prior to long term (more than 10 day) student discipline or employee discipline.
 - i. File a written complaint with the head administrator.
 - ii. If not resolved within 8 school days, file a written complaint with the NDPA Board of Directors.
 - d. The school may inform parents or guardians of the victim about actions taken against the perpetrators as long as it doesn't violate any federal and state law, including the federal Family Educational Rights to Privacy Act (FERPA) of 1974, as amended.
 - e. The school will take strong responsive action to prevent retaliation, including assisting students who are victims of prohibited conduct and his or her parents or guardians in reporting subsequent problems and new incidents.

VII. Student Assessment

- A. A school administrator will solicit student assessments of the prevalence of bullying, cyber-bullying, and hazing in the school, specifically locations where students are unsafe and additional adult supervisions may be required, such as playgrounds, hallways, and lunch areas.

VIII. Parental Notification

- A. As explained above, a school administrator will timely notify the parent or guardian of a student involved in an incident of conduct prohibited in this policy (including if the student is involved as the alleged perpetrator or

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

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

victim). A school administrator will also timely notify the parent or guardian of a student who threatens to commit suicide. The administrator will attempt to contact the parent or guardian by telephone to provide this notification and to discuss the matter. If the parent or guardian is not available by telephone, the administrator will provide the parent or guardian the required notification by email.

- B. The administrator will produce and maintain a record that verifies that the parent or guardian was notified. If an in-person meeting takes place, the administrator may ask the parent or guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the administrator may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the administrator will retain a copy of the email. The school will retain the record as long as the student is enrolled at the school and will destroy the record after that time. The school will maintain the confidentiality of the record in accordance with Utah Code 53G-9-604.

IX. Training

- A. Training shall include methods for supporting students toward personal and social responsibility for the purpose of developing a community where all children, and adults, feel safe and welcome; and will include awareness training for behaviors typically associated with bullying, hazing, and retaliation.
 - a. Training for students, employees, coaches, and volunteers will meet the standards established by the State Board of Education's rules, including Rule R277-613, and will complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53G-9-704(1). The training will also include information on when issues relating to this policy may lead to student or employee discipline.
- B. Periodic training will be available for the following groups:
 - a. Class discussions for students;
 - b. Awareness and methods training for teachers and staff; and
 - c. Love and Logic training for Parents.
- C. In addition to training requirements described above, all students, employees, and volunteer coaches involved in any athletic program (both curricular and extracurricular) or other extra-curricular activity or club shall, prior to participating in the athletic program or activity:
 - a. Participate in bullying, cyber-bullying, hazing, abusive conduct, and retaliation prevention training prior to participation;

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

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

- b. Repeat bullying, cyber-bullying, hazing, abusive conduct, and retaliation prevention training at least every three years; and
- c. Be informed of the prohibited activities list before participating in any sport or extracurricular activity.
- D. The school will inform student athletes and extracurricular club members of prohibited activities under this Policy and potential consequences for violation of this Policy and applicable law and rule.
- E. A school administrator will ensure that training curriculum, schedules, and participating lists or signatures are maintained by the school and provided to the Utah State Board of Education upon request.

X. Action Plan to Address Reported Incidents of Bullying, Cyber-Bullying, Hazing, or Retaliation.

The school will investigate all allegations of incidents of bullying, cyber-bullying, hazing, abusive conduct, and retaliation in accordance with this policy and applicable law.

The Principal or their designee will investigate allegations of these incidents and will have adequate training to conduct such an investigation. The Principal will be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this section

The school will investigate all allegations of these incidents by interviewing: (a) the alleged victim; (b) the individual(s) who is alleged to have engaged in the prohibited conduct; (c) the parents or guardians of the alleged victim and the individual(s) who is alleged to have engaged in prohibited conduct; (d) any witnesses; (e) school staff familiar with the alleged victim or individual(s) who is alleged to have engaged in prohibited conduct; or (f) other individuals who may provide additional information.

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

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

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

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

The school will report incidents of bullying, cyber-bullying, hazing, and retaliation to law enforcement when the administrator reasonably determines that the alleged incident may have violated criminal law.

Following the investigation of a confirmed allegation of an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation, the school may, if the administrator determines it is appropriate, take positive restorative justice practice action and support involved students through trauma-informed practices. However, an alleged targeted individual is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the school would like any student to participate in a restorative justice practice, the school will notify the student's parent or guardian of the restorative justice practice and obtain consent before including the student in the process.

The school shall follow up with the parents or guardians of all parties to: (a) inform parents or guardians when an investigation is concluded; (b) inform parents or guardians what safety measures will be in place for their child, as determined by the investigation; (c) provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g; and (d) inform parents or guardians of the school's Parent Grievance Policy if the parents or guardians disagree with the resolution of the investigation.

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

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

[Back to PPPT](#)

North Davis Preparatory Academy Donations & Fundraising Policy



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

Donations and Gifts

The Principal will notify the Board of Directors of any donation in excess of \$1,000. The Board of Directors must approve any voluntary donation from a private individual or organization in excess of \$10,000. Donations involving conditions or restrictions will be considered on a case-by-case basis by the Principal or Board of Directors, as applicable. Anonymous donations do not require approval. The Principal will ensure that charitable donation receipts are provided to donors as necessary.

The decision of whether to accept a donation will be based on an evaluation of the specific restrictions or conditions imposed by the donor, the amount of the contribution, and any other reasonable criteria. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

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

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

Fundraising

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

The Principal shall establish administrative procedures to ensure that school-sponsored fundraising is carried out in a fiscally responsible manner and that it is clearly distinguishable which fundraising activities are school sponsored and which are not school sponsored.

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

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

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

The Board will review this policy at least every four years.

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

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



Donations & Fundraising

Administrative Procedures

These administrative procedures are adopted in accordance with the Donations and Fundraising Policy adopted by the North Davis Preparatory Academy Board of Directors.

Donations and Gifts

The School is a non-profit corporation under Section 501(c)(3) of the Internal Revenue Code. Therefore, donations to the School may be tax deductible to the extent provided by law.

The School will document donations received and any associated conditions or restrictions. Donations will remain anonymous unless recognition is a condition of an accepted donation. The School will not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. The Principal will ensure that donor restrictions of accepted donations are complied with and that compliance can be verified. The Principal will ensure that charitable donation receipts are provided to donors as necessary.

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

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

Donations made via check should be made out to North Davis Preparatory Academy, Inc.

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

Fundraising

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

1. The fundraising activity must be undertaken with the intent of obtaining a benefit consistent with the School's mission.

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

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

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

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

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

be understood and agreed to by the Principal and the representatives of the outside entity. This must take into consideration the School's fiduciary responsibility for the management and use of public funds and assets.

17. The School is committed to principles of gender equity and compliance with Title IX guidance. The School commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

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

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

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

[Back to PPPT](#)

North Davis Preparatory Academy Student Conduct and Discipline Policy



PURPOSE

The purpose of the Student Conduct and Discipline Policy for North Davis Preparatory Academy (the “School”) is to help all students develop positive relationships with other students and adults, take responsibility for their actions and learning, and develop the self-discipline necessary to create an environment that is characterized by physical and emotional safety to enhance learning for everyone.

ENVIRONMENT

It is the policy of the School to promote a safe and orderly school environment for all students and employees. Accordingly, the School holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action, prosecution, or both.

It is the policy of the School to provide equal educational and employment opportunity for all individuals. Therefore, the School prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. Complaints of discrimination or unfair application of this policy should be filed promptly with the Principal or the Board.

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

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



Student Conduct & Discipline

Administrative Procedures

These administrative procedures are adopted in accordance with the Student Conduct and Discipline Policy adopted by the North Davis Preparatory Academy Board of Directors.

Definitions:

“The School” means North Davis Preparatory Academy

“The Board” means North Davis Preparatory Academy Board of Directors

“CMT” means Case Management Team: The CMT shall consist of the Principal, the counselor, and a teacher selected by the Principal.

The School will foster:

- a school and community-wide expectation of good citizenship for students, and a sense of responsibility in the school community for rules and standards of behavior.

The School will promote and require:

- student responsibility for learning and behavior in all grades;
- student conduct that produces a proper learning environment and respect for the personal, civil, and property rights of all members of the school community;
- parents and guardians of all students to assume proper legal responsibility for their students' behavior, and to cooperate with school authorities in encouraging student self-discipline and discouraging behavior that is disruptive to the School's educational program.

The School will comply with:

- state and federal laws requiring suspension or expulsion for certain types of student behavior.

1. BELIEFS AND PHILOSOPHY

1.1 Beliefs and Expectations

The School's beliefs and expectations set a positive and inviting school culture for dealing with safe school issues.

Beliefs:

- Punishment, alone, will not change behavior
- Much aggressive behavior is a relationship problem, not a behavior problem

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

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

- Adults must model the behaviors they expect from the students
- We expect conflicts, but we expect conflicts to be resolved and relationships mended

Expectations:

- Students will show respect for other students
- Students will show respect for adults
- Students will show respect for the building
- Adults will show respect for students
- Students will develop self-discipline

1.2 Procedural Philosophy

The School recognizes that establishing a procedural philosophy consistent with the desired positive school environment is as important as following legal and due process procedures. The School's policy sets forth appropriate legal and due process procedures and will be followed within the context of the procedural philosophy outlined below:

Procedures:

When students are involved in conflicts with other students, they will:

- Work together to resolve the conflict
- Work to repair the relationship and build trust
- Be subject to additional consequences if they exhibit unsafe behaviors during the conflict

When students are involved in a conflict with or feel they have been treated unfairly by a member of the staff or a volunteer they will:

- Report their feelings to their parents who will set up a conference with the student, the parent, and the adult/s involved to resolve the conflict and mend the relationship
- Report the feelings to the administrator or counselor who will set up a conference with the student, the parent, administrator/counselor, and the adult involved to resolve the conflict and mend the relationship

When students flagrantly disregard the safety of others, show blatant disrespect to or for others, or consistently behave in a disrespectful or unsafe way:

- The student will be subjected to consequences and positive behavior support to ensure that student will make better choices in the future. Consequences might include:
 - In-School Suspension
 - Out of School Suspension
 - Expulsion
 - Restitution
 - Repayment for damages
- The student will work to earn back the trust of the school community
 - Genuine apology to injured or affected parties

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

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

- Demonstration of appropriate behaviors following the incident to “walk the talk”
- Repair or replace any damaged items

Due process to protect the rights of students will include:

- All students will be treated with dignity and respect as they go through correction procedures. The administration will see to it that their rights are protected through the process. If parents feel their student has not been treated fairly, they may request a hearing with the Board of Directors. These procedures are listed in the NDPA Grievance Policy.
- Parents will be notified when students are involved in situations that are deemed to be serious including out of school suspension, expulsion, restitution, or repayment of damages.
- Parents and students will be notified of the expectations, possible consequences and the procedures involved in this policy at the beginning of each school year.

2. DEFINITIONS

2.1 Suspension

For purposes of this policy, suspension is a temporary interruption of school services and activities for 10 consecutive school days or less. A student who is suspended may, at the Principal's discretion, have access to homework, tests, and other schoolwork through a home study program, but will not be allowed to attend classes on campus or participate in any school activities during the period of suspension.

2.2 Expulsion for Regular Education and 504 Students

For purposes of this policy, expulsion means the formal process of dismissing a student from school. In cases of expulsion from the School, the legal obligation of complying with state compulsory education laws becomes the sole responsibility of the student's parents or legal guardian.

2.3 Change of Placement for Students with Disabilities under IDEA and Section 504

For purposes of removals of a student with a disability from the student's current educational placement, a change in placement occurs if the removal is for more than ten (10) consecutive school days; or, the student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. Any "Change of Placement" requires compliance with the procedures referenced in Section 7 of this policy.

2.4 Disruptive Student Behavior

For purposes of this policy, “disruptive student behavior” means the behavior identified as grounds for suspension or expulsion described in Section 3.1 below.

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

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

2.5 Parent

For purposes of this policy, “parent” means (i) a custodial parent of a school-age minor; (ii) a legally appointed guardian of a school-age minor; or (iii) any other person purporting to exercise any authority over the minor which could be exercised by a person described above.

2.6 Qualifying Minor

For purposes of this policy, “qualifying minor” means a school-age minor who: (i) is at least nine years old; or (ii) turns nine years old at any time during the school year.

2.7 School Year

For purposes of this policy, “school year” means the period of time designated as the school year by the Board in the calendar adopted each year.

3. GROUNDS FOR SUSPENSION, EXPULSION, OR CHANGE OF PLACEMENT

3.1 Suspension

3.1.1 A student may be suspended from school for any of the following reasons:

- [a] frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including, but not limited to: fighting, gang activity, noncompliance with school dress code, harassment, including sexual, racial, or religious harassment, the use of foul, profane, vulgar or abusive language, or other unreasonable and substantial disruption of a class, activity, or other function of the school;
- [b] willful destruction or defacing of school property;
- [c] behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
- [d] possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage as defined in Utah Code Ann. § 32A-1-105;
- [e] possession, distribution, control, use, sale, or arranging for the sale of cigars, cigarettes, e-cigarettes or tobacco, as defined by Utah Code Ann. § 76-10-101;
- [f] possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations;

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

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

[g] inappropriate use or possession of electronic devices in class or in any other way that substantially disrupts the educational environment;

[h] criminal activity;

[i] any other serious violation involving weapons, drugs, or the use of force, including those actions prohibited in Section 3.1.2 below, which threatens harm or causes harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs, or

[j] bullying or hazing as defined in Utah Code Ann. § 53G-9-601.

3.1.2 A student shall be suspended or expelled from School for

[a] any serious violation affecting another student or a staff member, or any serious violation occurring in a School building, in or on School property, or in conjunction with any School-sponsored activity, including:

(i) the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;

(ii) the actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal School activities; or

(iii) the sale, control, or distribution of a drug or controlled substance as defined in Utah Code Ann. § 58-37-2, an imitation controlled substance defined in Utah Code Ann. § 58-37b-2, or drug paraphernalia as defined in Utah Code Ann. § 58-37a-3; or

[b] the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

3.2 Expulsion

A student may be expelled from school for any violation listed under Section 3.1 of this policy if the violation is serious or persistent.

3.3 Weapons - Mandatory Expulsion for One Year, Utah Code Ann. § 53G-8-205(2)(b); 20 U.S.C.A. § 7151

3.3.1 Any student who commits an act for which mandatory suspension or expulsion is provided under Section 3.1.2, above, using a real or lookalike weapon, explosive, or noxious or flammable material shall be expelled from all school programs and activities for a period of not less than one year, pursuant to state law.

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

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

3.3.2 Students with Disabilities under IDEA and Section 504

Whenever a student receiving special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act is determined to have carried a weapon to school or a school function the procedures referenced in Section 7 of this policy must be followed.

3.4 Drugs and Controlled Substances - Mandatory Suspension or Expulsion Utah Code Ann. § 53G-8-205(2)(a)

3.4.1 A student shall be suspended or expelled from the School for any of the following reasons:

- [a] use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on School property, or in conjunction with any school activity;
- [b] misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function; or
- [c] misuse or abuse of over-the-counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies. A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, Tylenol (acetaminophen), cough drops, allergy medication, cough syrup and mouthwash.

3.4.2 Students with Disabilities under Section 504

Any student identified as being disabled under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act who currently is engaging in the illegal use of drugs or alcohol shall be suspended or expelled to the same extent as non-disabled students for the possession, use, control, distribution, sale, or arrangement of the sale of illegal drugs, alcohol, or controlled substances on School property or in conjunction with any school activity.

3.4.3 Drug Testing

- [a] Any student who is reasonably suspected of violating Section 3.4 may be subject to a drug test for cause, arranged and paid for by the School.
- [b] Any student who has been suspended or expelled for a violation of Section 3.4 may be required to provide a clean drug test and evidence of drug assessment and drug counseling programs as a condition of readmission to school. Testing and counseling required as a condition of readmission rather than for the purpose of providing justification for the initial suspension or expulsion shall be arranged and paid for by the student's parent or guardian.

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

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

- [c] Students who refuse to submit to required drug testing and counseling programs, or to cooperate with School officials with respect to the sharing of appropriate information, may be expelled from the School.
- [d] Any student who is suspended or expelled for violation of Section 3.4 may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive, he/she may be expelled from all School programs or activities. Any student who refuses consent for random drug testing under these conditions shall be expelled from all School programs or activities.

3.4.4 Students with Disabilities under IDEA

Whenever a student receiving special education and related services under IDEA knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the procedures referenced in Section 7 of this policy must be followed.

3.5 Gangs

A "gang" as defined in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one its primary activities the commission of criminal acts, which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

3.5.1 Gang Activity and Apparel Prohibited

Students who engage in any form of gang activity on or about school property, or at any school activity may be suspended or expelled under the terms of this policy. For the purposes of this policy, "gang activities" include, but are not limited to any of the following.

- [a] Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos or manner of grooming, accessories, symbols, signs, or other thing which is evidence of membership in or affiliation with any gang;
- [b] Committing any act or omission or using any speech, either verbal or nonverbal, (flashing signs, gestures, handshakes, etc.) that demonstrates membership in or a affiliation with a gang;
- [c] Soliciting others for membership in a gang;
- [d] Requesting any person to pay for "protection", claiming "turf", or otherwise intimidating, bullying, retaliating against, threatening, abusing, or harassing any person;
- [e] Possessing a weapon, controlled substances, drug paraphernalia, or other contraband;

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

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

[f] Committing any illegal act; or

[g] Encouraging or inciting another person to act with physical violence upon any other person or cause damage to property.

3.5.2 Confiscation of Gang Items

Subject to the search and seizure provisions of this policy, gang paraphernalia, apparel, or weapons may be confiscated by school officials at any time.

3.5.3 Consultation with Law Enforcement Authorities

School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding gang-related clothing, apparel, or other gang activity.

3.6 Bullying, Cyber-Bullying, Harassment, Hazing, and Abusive Conduct

Bullying, cyber-bullying, harassment, hazing, and abusive conduct of students and employees are against federal law, state law, and School policy, and are not tolerated by the School. It is the School's intent to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create a safer school that provide a positive learning environment.

School administration has the authority to discipline students and employees for off-campus speech that causes or threatens a substantial disruption on campus, at School activities, or causes or threatens a significant interference with a student's educational performance or involvement in School activities.

Additional information regarding these issues are contained in the School's Bullying and Hazing Policy, which is available on the School's website.

3.7 Possession or Use of Electronic Cigarette Products

3.7.1 Students are prohibited from possessing or using electronic cigarette products, as defined by Utah Code Ann. § 76-10-101, on School property.

3.7.2 The Principal or their designee shall request the surrender of or confiscate electronic cigarette products as provided in Section 16 of this policy.

3.7.3 The Principal will ensure that any surrendered or confiscated electronic cigarette product is destroyed or disposed of. However, the Principal may allow the release of any surrendered or confiscated electronic cigarette product to local law enforcement if School personnel have a reasonable suspicion that the electronic cigarette product contains an illegal substance and local law enforcement requests that the School release it to them as part of an investigation or action.

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

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

4. AUTHORITY TO SUSPEND OR EXPEL

4.1 Authority to Suspend and Duration of Suspension for Regular Education Students

The Principal has the authority to suspend a regular education student for up to ten (10) school days per incident. In considering whether to suspend a student, the Principal shall consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources. The Principal, alone, is prohibited from suspending for longer than ten (10) school days, expelling, or otherwise changing student placement. Whenever such action is contemplated or desired, the Principal shall make a referral to the School's CMT.

4.2 Authority to Suspend and Duration of Suspension for Students with Disabilities

The Principal has the authority to suspend a student with disabilities (504 or IDEA) for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a pattern resulting in a change of placement. A school need not provide services during periods of removal of ten (10) days cumulative or less if services are not provided to a student without disabilities who has been similarly removed.

4.3 Authority to Expel

The CMT may, by a majority vote, expel a student for violations under this policy. The CMT shall report its disciplinary actions to the Board at least once each year.

4.3.1 Parental Responsibility

If a student is expelled, the student's parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of expulsion.

4.3.2 The parent or guardian and designated school officials may enlist the cooperation of the Division of Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the educational needs of the student.

4.3.3 Readmission of Expelled Students

Any student who is expelled from the School will be dropped from the School's rolls in accordance with state law. A student who is expelled must follow the School's lottery procedures in order to be readmitted to the School.

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

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

Pursuant to state law, a student may be denied admission to the School if he or she was expelled from that or any other school, during the preceding 12 months.

4.4 Authority to Institute Change of Placement for Student with Disabilities

Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

5. PROCEDURES FOR ADDRESSING DISRUPTIVE STUDENT BEHAVIOR - Utah Code Ann. § 53G-8-210, Utah Code Ann. § 53G-8-211, and Rule R277-609.

The School will follow procedures consistent with state law in addressing disruptive student behavior.

6. DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS

The School will provide students with appropriate due process in connection with any decision to suspend or expel under this policy.

7. DUE PROCESS FOR CHANGE OF PLACEMENT OF STUDENTS WITH DISABILITIES

The School will provide appropriate due process and will comply with applicable state and federal statutes and regulations in connection with any change of placement of a student with a disability under IDEA, 504, or ADA.

8. ADMINISTRATIVE STUDENT CONDUCT AND DISCIPLINE PLAN

8.1 Elements of Plan

The Principal will develop, with input from administration, instruction and support staff, students, parents, and other community members, a Student Conduct and Discipline Plan. The plan shall be comprehensive, clearly written, consistently enforced, and include the following elements:

8.1.1 written standards for student behavior expectations, including school and classroom management;

8.1.2 effective instructional practices for teaching student expectations, including:

[a] self-discipline;

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

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

[b] citizenship;

[c] civic skills; and

[d] social skills;

8.1.3 systematic methods for reinforcement of expected behaviors;

8.1.4 uniform and equitable methods for correction of student behavior;

8.1.5 uniform and equitable methods for at least annual data-based evaluations of efficiency and effectiveness;

8.1.6 an ongoing staff development program related to development of:

[a] student behavior expectations;

[b] effective instructional practices for teaching and reinforcing behavior expectations;

[c] effective intervention strategies; and

[d] effective strategies for evaluation of the efficiency and effectiveness of interventions;

8.1.7 procedures for ongoing training of appropriate School personnel in:

[a] crisis intervention training;

[b] emergency safety intervention professional development; and

[c] School policies related to emergency safety interventions consistent with evidence-based practice;

8.1.8 policies and procedures relating to the use and abuse of alcohol and controlled substances by students;

8.1.9 policies and procedures, consistent with requirements of Rule R277-613 and the School's Bullying and Hazing Policy, related to:

[a] bullying;

[b] cyber-bullying;

[c] hazing;

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

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

[d] retaliation; and

[e] abusive conduct;

8.1.10 direction for dealing with bullying and disruptive students;

8.1.11 direction regarding the range of behaviors and the continuum of administrative procedures that may be used by school personnel to address student behavior, including students who engage in disruptive student behaviors as described in § 53G-8-210;

8.1.12 strategies to provide for necessary adult supervision;

8.1.13 notice to employees that violation of this rule may result in employee discipline or action;

8.1.14 gang prevention and intervention provisions in accordance with Subsection 53E-3-509(1); and

8.1.15 provisions that account for the School's unique needs or circumstances, including:

[a] the role of law enforcement; and

[b] emergency medical services; and

[c] a provision for publication of notice to parents and school employees of policies by reasonable means;

8.1.16 procedures for responding to reports received through the School Safety and Crisis Line under Subsection 53E-10-502(3).

8.2 Plan Consistent with this Policy

The administrative Student Conduct and Discipline Plan shall be consistent with this policy, including without limitation the emergency safety intervention policies and procedures set forth in Section 10.

9. EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended or expelled may lose the privilege of participation during the period of suspension/expulsion and are not allowed to invoke due process procedures to challenge the denial of extracurricular participation.

10. EMERGENCY SAFETY INTERVENTIONS

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

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

A School employee may not subject a student to physical restraint or seclusionary time out unless utilized as a necessary emergency safety intervention (“ESI”) in compliance with this Section.

10.1 Definitions

10.1.1 An “ESI” is the use of seclusionary time out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others likely to cause serious physical harm. An ESI is not for disciplinary purposes.

10.1.2 “Physical restraint” means a personal restriction that immobilizes or significantly reduces the ability of a student to move his or her arms, legs, body, or head freely.

10.1.3 “Physical escort” means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.

10.1.4 “Seclusionary time out” means that a student is placed in a safe enclosed area, isolated from adults and peers, and the student is, or reasonably believes, he or she will be prevented from leaving the area. The safe enclosed area must meet the fire and public safety requirements described in R392-200 and R710-4.

10.2 General Procedures

10.2.1 Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to ESI as well as the safe use of ESI and a release criteria.

10.2.2 An ESI shall:

- [a] be applied for the minimum time necessary to ensure safety;
- [b] implement an appropriate release criteria;
- [c] be discontinued as soon as imminent danger of physical harm to self or others has dissipated;
- [d] be discontinued if the student is in severe distress;
- [e] never be used as punishment or discipline;
- [f] be applied consistent with the School’s administrative Student Conduct and Discipline Plan; and
- [g] in no instance be imposed for more than 30 minutes.

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

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

10.3 Students with Disabilities Receiving Special Education Services

10.3.1 Use of ESI for a student with a disability receiving specialized educational services under IDEA or Section 504 shall be subject to all applicable state and federal laws, including Least Restrictive Behavioral Interventions (LRBI) policies and procedures for special education/504 programs.

10.3.2 Additionally, ESIs written into a student's IEP as a planned intervention are prohibited unless school personnel, the family, and the IEP team agree less restrictive means which meet the circumstances described in R277-608-5 have been attempted; a Functional Behavioral Assessment has been conducted; and a positive behavior intervention plan based on data analysis has been written into the plan and implemented.

10.4 Physical Restraint

10.4.1 A School employee may, in accordance with Section 10.2.2 and when acting within the scope of employment, use and apply physical restraint as an ESI in self-defense or as may be reasonable and necessary under the following circumstances:

- [a] to protect the student or another person from physical injury;
- [b] to remove from a situation a student who is violent;
- [c] to take possession of a weapon or other dangerous object in the possession or under the control of a student; or
- [d] to protect property from being damaged, when physical safety is at risk.

10.4.2 When an employee exercises physical restraint as an ESI on a student, the following types of physical restraint are prohibited:

- [a] prone, or face-down;
- [b] supine, or face-up;
- [c] physical restraint which obstructs the airway or adversely affects the student's primary mode of communication;
- [d] mechanical restraint, except for seatbelts or safety equipment used to secure students during transportation, other appropriate protective or stabilizing restraints, and devices used by a law enforcement officer in carrying out law enforcement duties; or
- [e] chemical restraint, except as prescribed by a licensed physician and implemented in compliance with a student's Health Care Plan.

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

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

10.4.3 Nothing in this Section prohibits a School employee from using less intrusive means, including a physical escort, to address circumstances described in Section 10.4.1.

10.5 Seclusionary Time Out

A School employee may, in accordance with Section 10.2.2 and when acting within the scope of employment, place a student in seclusionary time out as an ESI under the following circumstances:

10.5.1 the student presents an immediate danger of serious physical harm to self or others;

10.5.2 any door remains unlocked; and

10.5.3 the student is within line sight of the employee at all times.

10.6 Notification

10.6.1 If an ESI is used, the School or employee shall immediately notify the student's parent/guardian and School administration.

10.6.2 In addition to providing the notice described in Section 10.6.1, if the ESI is applied for longer than fifteen minutes, the School shall immediately notify the student's parent/guardian and School administration.

10.6.3 Parent notifications made under this Section shall be documented in the student information system as required by R277-609-10(3)(d)).

10.6.4 Within 24 hours of using ESI, the School shall notify the parent/guardian that they may request a copy of any notes or additional documentation taken during the crisis situation.

10.6.5 Upon request of a parent/guardian, the School shall provide a copy of any notes or additional documentation taken during a crisis situation.

10.6.6 A parent/guardian may request a time to meet with School staff and administration to discuss the crisis situation.

10.7 Emergency Safety Intervention (ESI) Committee

10.7.1 The School shall establish an ESI committee that includes:

[a] at least two administrators (if there are at least two administrators employed by the School);

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

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

[b] at least one parent of a student enrolled in the School, appointed by the School's Principal; and

[c] at least two certified educational professionals with behavior training and knowledge in both state rules and the School's conduct and discipline policies.

10.7.2 The ESI committee shall:

[a] meet often enough to monitor the use of ESI within the School;

[b] determine and recommend professional development needs;

[c] develop policies for dispute resolution processes to address concerns regarding disciplinary actions; and

[d] create and communicate methods for evaluation of the efficiency and effectiveness of the Schools' rules and standards.

10.7.3 The School shall collect, maintain, and periodically review the documentation or records regarding the use of ESI in the School.

10.7.4 The School shall annually provide documentation of any School use of ESI to the State Superintendent of Schools.

10.7.5 The School shall submit all required UTREx discipline incident data elements to the State Superintendent of Schools no later than June 30, 2018. Beginning in the 2018-19 school year, the School shall submit all required UTREx discipline incident data elements as part of the LEA's daily UTREx submission.

10.8 Corporal Punishment

School employees may not inflict or cause the infliction of corporal punishment upon a student. School personnel who inflict corporal punishment on a student will be subject to discipline up to and including termination.

11. TRAINING

11.1 All new employees shall receive information about this policy and the administrative Student Conduct and Discipline Plan at new employee orientation. All other employees shall be provided information on a regular basis regarding this policy, the Student Conduct and Discipline Plan, and the School's commitment to a safe and orderly school environment.

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

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

11.2 Employees who have specific responsibilities for investigating, addressing, and resolving issues addressed in this policy shall receive annual training on this policy and related legal developments.

11.3 The Principal of the school shall be responsible for informing students, parents, and staff of the terms of this policy and the Student Conduct and Discipline Plan, including the procedures outlined for investigation and resolution of violations.

12. POLICY AND PLAN DISSEMINATION AND REVIEW

12.1 The School shall compile an annual report of all suspensions and expulsions and submit it to the Board. For each suspension or expulsion, the report shall indicate the student's race, gender, disability status, and age/grade, as well as the reason for the discipline, the length of the discipline, and a statement as to whether the student was referred to the Board.

12.2 A summary of this policy and the Student Conduct and Discipline Plan shall be posted in a prominent place in the School, and the policy and plan will be posted on the School's website. A summary of the policy and plan shall also be published in student registration materials, student and employee handbooks, and other appropriate school publications as directed by the Board.

12.3 This policy and the plan shall be reviewed as necessary with appropriate revisions recommended to the Board.

REFERENCES

Gun Free Schools Act; 20 U.S.C. § 7151

Requires schools that receive federal financial assistance to have a policy requiring the expulsion from school for a period of not less than one year of any student who brings a weapon firearm, explosive or flammable material to school.

Individuals with Disabilities Education Act; 20 U.S.C. § 1415(K); 34 C.F.R. § 300.520-529.

A student with a disability who carries a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be placed by school officials in an interim alternative educational setting, in accordance with State law, for not more than 45 days. A hearing officer may order a change in placement for a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer determines that there is substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Family Educational and Privacy Rights Act; 20 U.S.C. § 1232g (h)(1)-(2), 34 C.F.R. § 99.36

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

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

Allows schools to include appropriate information in the education record of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Also allows schools to disclose such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1485.

Assures all children with eligible disabilities a free appropriate public education and related services designed to meet their unique needs.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794. Prohibits discrimination on the basis of disability.

Rehabilitation Act of 1973, 29 U.S.C. § 705 (2)(C)(iv).

Stipulates that schools may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student who is an individual with a disability and who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students who are not disabled.

Americans with Disabilities Act (ADA), Title II, 42 U.S.C. § 12132. Prohibits public entities from discriminating on the basis of disability.

U. S. Department of Education, Office of Special Education Programs (OSEP) Memorandum (April 26, 1995). Questions and answers on disciplining students with disabilities.

U. S. Department of Education, Office for Civil Rights (OCR) Memorandum (January 28, 1991) ADA Amendments to Section 504 - Discipline of Students Using Drugs or Alcohol.

Utah Code Ann. § 53E-6-701 - Mandatory reporting of physical or sexual abuse of students

Utah Code Ann. § 53G-8-302 - Use of reasonable and necessary physical restraint or force.

Utah Code Ann. §§ 53G-8-202 to 53G-8-208 - School Discipline and Conduct Plans

Utah Code Ann. §§ 53G-8-402 to 53G-8-405 - Notification of juvenile court and law enforcement agencies

Utah Code Ann. § 62A-4a-410 - Immunity from liability

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

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



Administrative Student Conduct and Discipline Plan

The School's goal is to create a safe, civil and productive learning environment. All School staff will work together to establish positive school and classroom cultures where teaching and learning are emphasized.

Our Vision

North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency. **(See Discipline Procedure Flowchart).**

Student Behavior Expectations

Students are expected to contribute to a safe learning environment by behaving respectfully and safely and reporting harmful or dangerous situations to an adult. Students should:

- Know and follow all school rules and instructions given by school staff.
- Show respect and courtesy to all students, staff and school visitors. This includes respecting property of others.

Expectations for Students (see R.O.A.R. form)

Respect Value all people's opinions, needs and property	Ownership Know what is expected and carry it out (body, words, and materials).	Achievement Be an active learner and give your best effort.	Responsibility Be responsible for your actions, school property and materials.
---	--	---	--

Before & After School	Uniforms	Lockers	Bathrooms	Transitions
<ul style="list-style-type: none"> Walk inside building. Be on time. Only enter and exit through 5/6 door. 	<ul style="list-style-type: none"> Know uniform code. Wear uniform clothing inside building and classrooms. 	<ul style="list-style-type: none"> Use lockers during assigned transitions. Quickly & Quietly. 	<ul style="list-style-type: none"> Respect privacy. Have a purpose (leave when you are done). Keep Bathroom clean. 	<ul style="list-style-type: none"> Silent when others are in class. Wait to the right. Keep hands and feet to self.
Technology	Assemblies	Drills/Emergency	Recess	Cafeteria
<ul style="list-style-type: none"> Use for intended purpose. 	<ul style="list-style-type: none"> Quickly and quietly enter, sit and exit with class. 	<ul style="list-style-type: none"> Silent/quiet voices. Listen for instructions. 	<ul style="list-style-type: none"> Take turns and include others. 	<ul style="list-style-type: none"> Inside voice. Clean up after yourself.

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

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

<ul style="list-style-type: none"> • Leave settings as originally arranged. • Carry and put away properly. 	<ul style="list-style-type: none"> • Eyes on presenter. • Appropriate applause. 	<ul style="list-style-type: none"> • Help each other. 	<ul style="list-style-type: none"> • Put away what you take out. • Line up at first whistle. 	<ul style="list-style-type: none"> • Keep Technology in your pockets.
--	---	--	--	--

These expectations are most likely to be met when the specific behaviors expected from students are clearly defined, taught to all, shaped over time, and responded to in ways that encourage students to learn and grow. The School recognizes that this requires proactive systems, practices and policies that support the development of positive behavior in every student.

When these expectations are not met, prompt and appropriate interventions will be implemented to first restore order and safety in the classroom or school environment with the ultimate goal of assisting students to make appropriate behavioral choices.

Expectations for Teachers – (See Teacher Game Plan)

Teacher Game Plan for Student Success

We must explicitly teach what is important to us, not just tell or punish.

Before & After School	Uniforms	Lockers	Bathrooms	Transitions
<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Be at classroom door before and after school. • Redirect students to side doors when necessary. • Only let student in early with parent. • Notice positive behavior. 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Do a uniform check at the beginning of each class. • Remind students of uniform code (without shame). • Be aware of ALL. • Notice positive behavior. 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Be in hallway when students go to lockers. • Encourage locker use only during transitions. • Have students sign out if leaving class to go to lockers. • Notice positive behavior. 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Ensure all students use the sign in/sign out. • Keep students in classroom for the first 30 minutes. • Only allow 1 student at a time. • Notice positive behavior. 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Be with students. • Expect SILENT movement when others are in class. • Remind students to stay to the right. • Teach them to respect the property of others. • Be aware of all students and hold them accountable. • Notice positive behavior.
Technology	Assemblies	Drills/Emergency	Recess	Cafeteria
<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Teach proper sign on & off and how to 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Review appropriate behavior before 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Teach each procedure as 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Walk students to recess 	<ul style="list-style-type: none"> • Teach students procedures and practice until all students have them memorized. • Leave on time. • Walk students to

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

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

<ul style="list-style-type: none"> • carry and put away. • Give clear expectations/ instructions of purpose. • Be present when students are using technology. • Monitor students are on task & using technology for intended purpose. • Ensure all equipment is accounted for. • Check that lab is clean and chairs are pushed in before leaving. • Lock up lab and return to designated area and PLUG IN. 	<ul style="list-style-type: none"> • attending. • Attend and stay with class. • Allow students to leave only in an emergency. • Notice positive behavior. 	<ul style="list-style-type: none"> • specified in the emergency document. • Teach any specific expectations unique for your classroom to all of the classes. • Teach outside line up procedure. • Teach emergency procedures the first two weeks of class to your homeroom. • Notice positive behavior. 	<ul style="list-style-type: none"> • Send all students out. • Be in agreed upon area for pickup. • Be on time. • Notice positive behavior. 	<ul style="list-style-type: none"> • lunchroom. • Ensure they line up correctly. • Notice Positive Behavior.
---	---	--	--	---

School and Classroom Management

School personnel will provide continuous, positive, and active supervision and monitoring of student behavior.

Effort should be made to correct student misbehavior using intervention strategies and the least severe discipline responses possible, reserving more significant discipline, such as suspension and expulsion, for the most serious situations that warrant removal from the school environment. When staff and administration use discipline to respond to student misbehavior, it is expected that the discipline response will be paired with other strategies to provide a balanced approach to supporting behavior change in students.

All intervention strategies and discipline should be selected and implemented to help students learn from their mistakes and be supported to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior reoccurs

Because inappropriate behavior may be symptomatic of underlying problems that students are experiencing, it is critical that all staff be sensitive to issues that may influence student behavior and respond in a progressive manner that is most supportive of student needs.

Classroom Rules and Consequences

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

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

Each teacher should establish classroom rules consistent with North Davis Preparatory Academy's Core Values:

- We prepare the child for the path, not the path for the child.
- We nurture curiosity, self-discipline, and the courage to act on our own thoughts and dreams.
- All interactions between students, teachers, staff and parents are based on honesty, trust, and respect.
- We are a community that embraces differences in our languages, cultures, religions, and abilities.

Effective Classroom Management

Foundational to supporting positive behavior in all students is the use of effective classroom management strategies. The goal of proactive and positive classroom management is to develop students who are responsible, motivated, and highly engaged in meaningful tasks. In many cases, effective classroom management practices will reduce the occurrence of behaviors that require intervention strategies and disciplinary responses.

Intervention Strategies

Intervention strategies are actions that provide opportunities for instruction, assessment and restoration. At North Davis Preparatory Academy, we use a variety of strategies. Examples of intervention strategies to be used in the School include but are not limited to:

- Behavior Contracts
 - ✓ Behavior Contracts create agreements between the student and staff about behavior expectations and how the student will be supported to meet the expectations. Monitoring of the contract can include student self-charting of behavior, staff feedback about progress after each class period, etc. and include reinforcers for success and consequences for continuing problems.
- Functional Behavior Assessment/Behavior Intervention Plans
 - ✓ Behavior Intervention Plans are developed based on an assessment of the function of the student's behavior. The assessment results are used to develop a plan for consistent instruction and intervention to support behavior change.
- Check-in Check-Out (CICO)
 - ✓ Students check in with designated CICO facilitators before the beginning and at the end of each school day to receive positive contact, pre-corrects, reminders of school-wide expectations, etc. At the end of each class period, teachers provide behavioral feedback on a Daily Progress Report Card.
- Conflict Resolution
 - ✓ Students are supported and empowered to take responsibility for peacefully resolving conflicts. Students are taught skills including anger management, active listening and effective communication.

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

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

Disciplinary Responses

Disciplinary responses are actions that are typically viewed as consequences or punishment. At North Davis Preparatory Academy, we strive to meet our core values, examples of disciplinary responses that may be used but are not limited to:

- Loss of classroom privileges
 - ✓ Students lose opportunities in the classroom such as participating in free time activities, etc.
- In-school suspension
 - ✓ Students are removed from the classroom environment and assigned to work in a designated space within the School for up to one day.
- Out of school suspension
 - ✓ Students are removed from the School environment for a designated number of days based on the severity of the infraction and other mitigating and escalating factors. Out of school suspensions will be followed by a restorative re-engagement conference to involve the student, parent and appropriate School staff.
- Expulsion
 - ✓ Students are removed from the School environment following the process established in the Student Conduct and Discipline Policy.

Discipline Procedure Flowchart

The Discipline Procedure Flowchart (attached) is provided to guide staff and administrator decisions about how to respond to student misbehavior. It is critical that the following factors be considered prior to determining the appropriate intervention strategy or disciplinary response:

- The student's age, maturity and understanding of the impact of their behavior
- The student's willingness to repair the harm caused by the behavior
- The student's disciplinary record including the nature of prior misconduct, the number of prior instances of misconduct, the interventions and consequences applied, etc.)
- The nature, severity and scope of the behavior
- The circumstances and context in which the misconduct occurred
- The student's IEP, BIP or 504 Plan, if applicable

(see attached Discipline Procedure Flowchart)

Adequate Adult Supervision

In order to help ensure that behavior expectations are consistently monitored and enforced, the School will ensure that adequate adult supervision is maintained in classrooms, on the playground, in the cafeteria, other areas of the School building, during field trips, and during other school-sponsored activities.

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

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

Effective Instructional Practices for Teaching Student Expectations

The School will implement a variety of teaching strategies to establish expectations and instruct students regarding self-discipline, citizenship, civic skills, and social skills.

School staff will communicate and teach behavior expectations as well as self-discipline, citizenship, civic skills, and social skills to all students. School staff will continue reminding, re-teaching, and recognizing expected behavior throughout the school year. Data will be used to determine when specific behavior issues need to be addressed at an individual, class, or School-wide level throughout the year.

Behavior expectations in classrooms, hallways, cafeteria, restrooms, and playground will be communicated to students by explaining what such behavior looks like and sounds like.

Systematic Reinforcement of Expected Behaviors

The School will provide regular, frequent, and positive acknowledgements and reinforcement for student displays of academic and social behavior success.

Annual Data-Based Evaluations of Efficiency and Effectiveness

Staff members will document and communicate to the approved personnel incidences for data gathering purposes. **(See Behavioral Assessment Referral Form).**

Data will be analyzed regularly by the Behavior Assessment Team. The results will be shared with all staff members and will be used to plan adjustments and areas of emphasis in addressing behavior issues.

Staff Development Program and Training of Appropriate School Personnel

The School expects all staff members to model the same positive social behaviors and values that are expected of students.

Policies Relating to the Use and Abuse of Alcohol and Controlled Substances By Students

As provided in the Student Conduct and Discipline Policy, the use, control, possession, distribution, sale, or arranging for the sale of alcohol or an illegal drug or controlled substance is ground for suspension or expulsion.

Procedures Related to Bullying Activities (including bullying, cyber-bullying, hazing, retaliation, abusive conduct)

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

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

North Davis Preparatory Academy Bullying Policy fosters a safe and trusting community that enhances learning, is safe from physical and emotional harm, and nurtures the development of personal and social responsibility.

North Davis Preparatory Academy's administrative policy and procedures meets the following criteria:

- Meet all statutory and regulatory requirements of the State of Utah and USOE
- Are consistent with the NDPA Core Values and End Statements
- Promote effective conflict management skills and build trust
- Provide training to students and staff members to ensure a safe school environment
- Provide supervision to monitor interpersonal interactions and correct those which are inconsistent with this policy

NDPA school administrators will report to the Board of Directors:

- Data showing the progress of improvement of personal and social responsibility including the number and description of serious infractions annually.
- Data collected from student/parent surveys assessing the effectiveness of the policy and procedures every three years.

Notice to Employees

The administration will distribute this Plan to employees by e-mail at the beginning of each school year and to each new employee upon hire.

Gang Prevention and Intervention

School employees will be aware of potential gang activities, as defined in the Student Conduct and Discipline Policy, and such activities will be subject to discipline as set forth in that policy.

Reports Received Through the School Safety and Crisis Line

The School may receive a report through the School Safety and Crisis Line established under Utah Code § 53A-11-1503(3), regarding (i) unsafe, violent, or criminal activities, or the threat of such activities at or near a public school; (ii) incidents of bullying, cyber-bullying, harassment, or hazing; and (iii) incidents of physical or sexual abuse committed by a school employee or school volunteer; or involving situations where there is a need for crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis. In the event the School receives such a report, North Davis Preparatory Academy will investigate, contact and notify appropriate parties.

Protections for Students with a Disability

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

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

Nothing in this Plan diminishes any student rights as under or in connection with the Individual with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, or state law. Students with a disability will always be entitled to the rights and protections afforded to them by state and federal law and shall not be removed from the learning environment except as such actions are undertaken in accordance with applicable legal requirements.

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

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

[Back to PPPT](#)

SEX	GRADE	REASON	RACE	SPED	ACTION	# OF DAYS PER INCIDENT	REFERRED TO THE BOARD
Sex: M	Grade: 9	Incident: 2023-170 Disrespecting Faculty	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 9	Incident: 2023-134 Controlled Substance Use	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 8	Incident: 2023-29 Computer Misuse	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 9	Incident: 2023-177 Fighting with Student	BL	N	Action: Out of School Suspension	Number of Days: 5	
Sex: F	Grade: 8	Incident: 2023-134 Controlled Substance Use	WH	Y	Action: Out of School Suspension	Number of Days: 5	
Sex: M	Grade: 9	Incident: 2023-107 Disruptive Behavior	IN	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 9	Incident: 2023-185 Sexual Harrassment	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 7	Incident: 2023-178 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 9	Incident: 2023-134 Controlled Substance Use	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 2	Incident: 2023-32 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-69 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 6	Incident: 2023-24 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 8	Incident: 2023-128 Sexual Inappropriateness	WH	N	Action: Out of School Suspension	Number of Days: 4	
Sex: M	Grade: 8	Incident: 2023-135 Disrespecting Student	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 6	Incident: 2023-99 Disrespecting Student	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: F	Grade: 8	Incident: 2023-134 Controlled Substance Use	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: F	Grade: 8	Incident: 2023-134 Controlled Substance Use	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 6	Incident: 2023-93 Disrespecting Faculty	PI	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 9	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-118 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 7	Incident: 2023-140 Disrespecting Faculty	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-184 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 7	Incident: 2023-63 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-34 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	

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

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

Sex: M	Grade: 8	Incident: 2023-46 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-64 Disrespecting Faculty	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 8	Incident: 2023-106 Inappropriate Language	WH	N	Action: Out of School Suspension	Number of Days: 5	
Sex: M	Grade: 8	Incident: 2023-110 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 6	
Sex: M	Grade: 8	Incident: 2023-128 Sexual Inappropriateness	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 8	Incident: 2023-130 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-23 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-32 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-69 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-168 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-176 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-180 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 6	Incident: 2023-119 Fighting with Student	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 7	Incident: 2023-109 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 8	Incident: 2023-125 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 6	Incident: 2023-169 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 6	Incident: 2023-149 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 6	Incident: 2023-149 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 5	Incident: 2023-114 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 5	Incident: 2023-173 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 3	Incident: 2023-89 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-129 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 7	Incident: 2023-134 Controlled Substance Use	MU	N	Action: Out of School Suspension	Number of Days: 5	
Sex: F	Grade: 7	Incident: 2023-147 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-100 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 6	Incident: 2023-154 Threat/Intimidation	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	

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

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

Sex: F	Grade: 8	Incident: 2023-148 Disrespecting Faculty	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 8	Incident: 2023-174 Controlled Substance Possession	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 8	Incident: 2023-174 Controlled Substance Possession	WH	N	Action: Out of School Suspension	Number of Days: 4	
Sex: F	Grade: 8	Incident: 2023-134 Controlled Substance Use	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 8	Incident: 2023-174 Controlled Substance Possession	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 8	Incident: 2023-174 Controlled Substance Possession	WH	N	Action: Out of School Suspension	Number of Days: 4	
Sex: M	Grade: 9	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 7	Incident: 2023-63 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: F	Grade: 6	Incident: 2023-44 Drug Paraphernalia	WH	Y	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 6	Incident: 2023-137 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 6	Incident: 2023-139 Disrespecting Student	WH	Y	Action: Out of School Suspension	Number of Days: 4	
Sex: F	Grade: 3	Incident: 2023-30 Disruptive Behavior	BL	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 6	Incident: 2023-119 Fighting with Student	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 2	Incident: 2023-69 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-63 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-100 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-125 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-135 Disrespecting Student	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 8	Incident: 2023-144 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 6	Incident: 2023-145 Bullying	BL	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 4	Incident: 2023-45 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 9	Incident: 2023-178 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-183 Weapon Possession	MU	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 6	Incident: 2023-98 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-70 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 2	Incident: 2023-129 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-102 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 1	

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

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

Sex: M	Grade: 7	Incident: 2023-131 Disrespecting Student	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-138 Bullying on basis of disability	WH	Y	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 7	Incident: 2023-184 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 9	Incident: 2023-61 Disrespecting Faculty	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 9	Incident: 2023-107 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 9	Incident: 2023-175 Weapon Possession	WH	N	Action: Out of School Suspension	Number of Days: 4	
Sex: M	Grade: 9	Incident: 2023-175 Weapon Possession	WH	N	Action: Out of School Suspension	Number of Days: 8	
Sex: M	Grade: 5	Incident: 2023-146 Inappropriate Language	AS	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 5	Incident: 2023-162 Disrespecting Faculty	AS	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 5	Incident: 2023-160 Disrespecting Student	AS	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 5	Incident: 2023-161 Disrespecting Student	AS	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 5	Incident: 2023-181 Disruptive Behavior	AS	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-111 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 8	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 6	Incident: 2023-24 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-118 Disruptive Behavior	WH	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 7	Incident: 2023-127 Threat/Intimidation	WH	Y	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 8	Incident: 2023-34 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 7	Incident: 2023-109 Disruptive Behavior	MU	Y	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 7	Incident: 2023-178 Disruptive Behavior	MU	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 8	Incident: 2023-183 Weapon Possession	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: M	Grade: 9	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 6	Incident: 2023-53 Disrespecting Student	WH	Y	Action: Out of School Suspension	Number of Days: 1	
Sex: F	Grade: 8	Incident: 2023-134 Controlled Substance Use	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 3	Incident: 2023-30 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 3	
Sex: F	Grade: 9	Incident: 2023-134 Controlled Substance Use	MU	N	Action: Out of School Suspension	Number of Days: 5	

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

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

Sex: F	Grade: 7	Incident: 2023-63 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 7	Incident: 2023-178 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 1	Incident: 2023-79 Threatening Bodily Harm	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 1	Incident: 2023-88 Threatening Bodily Harm	WH	N	Action: Expulsion	Number of Days: 112	
Sex: M	Grade: 2	Incident: 2023-18 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 1	
Sex: M	Grade: 6	Incident: 2023-82 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 6	Incident: 2023-133 Disruptive Behavior	WH	N	Action: Out of School Suspension	Number of Days: 2	
Sex: M	Grade: 5	Incident: 2023-112 Disruptive Behavior	MU	N	Action: Out of School Suspension	Number of Days: 2	
Sex: F	Grade: 7	Incident: 2023-83 Disrespecting Faculty	WH	N	Action: Out of School Suspension	Number of Days: 3	

Total OSS Days: 254

Total Expulsions: 1

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

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

[Back to PPPT](#)

North Davis Preparatory Academy Arrest Reporting Policy



POLICY

The Board of Directors of the School recognizes the importance of receiving information regarding arrests of employees that are not licensed by the Utah State Office of Education in order to assist the School in adequately safeguarding the safety of students.

The Principal of the School will therefore establish administrative procedures that comply with the requirements of Utah Administrative Code R277-516-4.

The Board acknowledges the requirement that Board Members report arrests and convictions as set forth in R277-516-5.C.

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

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



Arrest Reporting

Administrative Procedures

These procedures are established in order to comply with the Arrest Reporting Policy adopted by the School's Board of Directors.

Required Reports

(a) Non-USOE-licensed employees of the School, (b) volunteers, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5 (i.e., assault, battery, etc.)

Timeline for Reports

Current employees of the School must provide the required reports to the Principal within seven (7) days of receiving notification of this policy from the Principal. Thereafter, employees of the School must submit required reports to the Principal within seven (7) days of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

Procedure for Review of Reports

The Principal will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The Principal will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the Principal's determination and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Principal determines it is necessary to protect the safety of students.

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

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

Required Action

Any individual who reports a matter involving alleged sex offenses or other alleged offenses which may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

Training

The Principal will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.

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

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

Utah Open & Public Meetings Act Annual Training Materials

DEFINITIONS

Public Policy: it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

A “**Meeting**” is defined as (i) the “convening” of a public body (ii) with a “quorum” present. This includes a workshop or an executive session, whether in person or by means of electronic communications.

Electronic Message Transmissions. The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in an open meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

“**Convening**” means the calling together of the board by a person authorized to do so for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the board has jurisdiction or advisory power.

A “**Quorum**” is defined by the organization’s bylaws.

NOTICE REQUIREMENTS

Notice of public meetings must be: (i) posted at the principal office, or if that does not exist, at the building where the meeting is to be held; (ii) posted on the Utah Public Notice Website (www.utah.gov/pmn/); and (iii) provided to newspaper/media (accomplished by posting on the Utah Public Notice website).

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

Public Comment. At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However,

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

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

the board cannot take final action on a topic unless it was included on a properly noticed agenda.

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by §52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

ELECTRONIC MEETINGS - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exception below); and (ii) 24 hr. minimum notice to board members with a description of how they will be connected to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting.

Exception to Anchor Location Requirement: No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed for public health/safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair’s risk determination, a summary of the facts supporting the determination, and information on how the public can attend electronically. The determination is valid for 30 days.

REQUIRED OPEN MEETING RECORDS - Written minutes and a recording shall be kept for all open meetings.

- 1) Written Minutes. Minutes must include the following:
 - a) the date, time and place of the meeting;
 - b) the names of members present and absent;
 - c) the substance of all matters proposed, discussed or decided (or audio link);
 - d) a record, by individual member, of each vote taken;

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

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

- e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and
- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved.

- 2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

- 3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days, make the audio recording available to the public.

CLOSED SESSION REQUIREMENTS - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.

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

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

- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.

5) Closed Session Records:

- a) *Recording Requirement*. Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.

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

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

[Back to Agenda](#)

AFFIRMATION OF TRAINING

In accordance with the requirements of UCA §52-4-104. et. seq., Utah's Open and Public Meetings Act, I _____ and pursuant to the provisions of UCA §78B-5-705, make this written declaration upon oath, subscribed and dated under penalty as provided by said section and affirm as follows:

I have completed the required annual training for a member of the **NORTH DAVIS PREPARATORY ACADEMY Board of Directors** by way of the follow:

- ☐ Online video
- ☐ Review of PDF presentation I received via e-mail (the state legislature version) or other source
- ☐ Review of PowerPoint presentation that received via e-mail or other source
- ☐ Other: _____

Executed and dated this _____ day of _____, 20_____

Board Member Signature

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

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

[Back to Agenda](#)

North Davis Preparatory Academy Board Member Agreement



Board Member Responsibilities and Expectations

1. Believe in and be an active advocate and ambassador for the values, mission and vision of North Davis Preparatory Academy (NDPA).
2. Perform in ways that clearly contribute to the effective operations of the Board of Directors including but not limited to:
 - Believe in and fully support the Board Constitution.
 - Have a clear understanding of the charter and review when necessary. Focus on the good of the organization and group, not a personal agenda.
 - Support all board decisions once they are adopted regardless of personal position. Realize board members have no individual authority.
 - Govern and not manage.
 - Be aware of your role on the board.
 - Confidentiality of sensitive issues that require closed meetings is required. Make decisions to keep NDPA financially stable.
 - Carry yourself with professionalism and decorum whenever present at NDPA.
3. Regularly attend board meetings. Prepare for these meetings by reviewing all materials including the budget. If unable to attend any meeting, notify the board chair.
4. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
5. Board member must review the orientation materials and new Board Member packet.

By signing this agreement, I affirm that I will strive to fulfill the board responsibilities and expectations as stated above and will voluntarily resign my position if unable to fulfill these expectations.

Board Member Signature

Date

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

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

[Back to Agenda](#)



North Davis Preparatory Academy Board Evaluation

1. We will Govern, not Manage. We will set the direction and goals for the school, but we will not micromanage the day to day administration of the school.

1 – How is our relationship with the Principal?

2 – Does she/he have a clear understanding of our expectations and long-range goals?

3 - What could we do better?

2. We will speak with "one voice". We will recognize that our authority is only valid as a group and not as individuals. We will not use our position on the Board to promote our own personal agendas.

1 – Do we use our position on the Board for our own gain or for a personal issue?

2 – Are we unified, once a decision has been made, even if we disagree?

3 – Do we keep all information confidential, specifically anything discussed in a closed meeting?

4 – What could we do better?

3. We will make the Spanish language a key element of our school.

1 – How are we supporting our Spanish language focus, as outlined in our Charter?

2 – How could we do better?

4. We will make decisions that will keep NDPA financially stable.

1 – How are we doing financially?

2 – How well are we managing the budget?

3 – What could we do better?

5. We will review our Charter before making any dramatic changes to school policy.

1 – How well are we following our charter?

2 - What could we do better?

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

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

[Back to Agenda](#)



North Davis Preparatory Academy
Board of Directors
PROPOSED
2023-2024 Board Meeting Dates

Board Meeting Date	PreBoard	Time
August 2, 2023	July 18 th @ 1 p.m.	6:00 pm
October 4, 2023	Sept 19 th @ 1 p.m.	6:00 pm
November 1, 2023 [Legislative Day] <i>Holiday Social – No Meeting</i>	N/A	6:00 pm
December 6, 2023	Nov 14 th @ 1 p.m. Pushed this up a week before Thanksgiving	6:00 pm
February 7, 2024	Jan 23 rd @ 1 p.m.	6:00 pm
March 27, 2024	Mar 12 th @ 1 p.m.	6:00 pm
May 1, 2024 <i>Electronic Board Meeting</i>	N/A	9:00 am
June 5, 2024 <i>Annual Board Meeting</i>	May 21 st @ 1 p.m. <i>Last day of school 5/25/23</i>	5:00 pm
June 26, 2024 <i>Electronic Board Meeting</i>	N/A	9:00 am

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

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