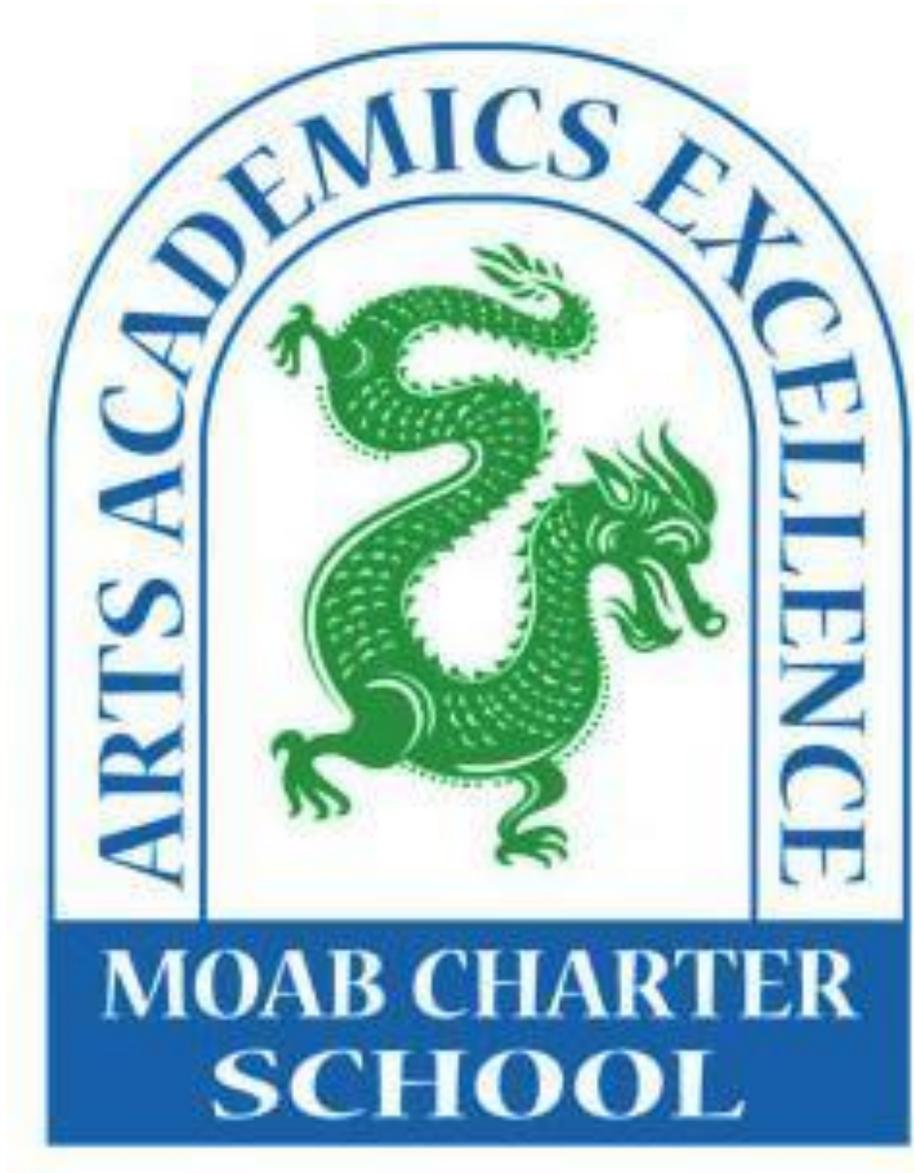


Moab Charter School

Policies and Procedures

Updated 10/09/2018



Moab Charter School Mission

The Mission of Moab Charter School is to support and challenge each child to develop critical thinking, self-direction, and their full academic and creative potential.

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MCS - Admissions Policy

Approved 6/28/2016

Application Period

The Moab Charter School Board of Trustees will designate an enrollment period. All applications received on or before the closing deadline will be eligible for enrollment consideration, regardless of the order received.

Preferential Enrollment

Federal and State laws recognize the propriety of preferential enrollment under certain circumstances. Siblings who live in the same household as students who are enrolled at Moab Charter School and are not habitually truant are given preferential enrollment status. Preferential enrollment will also be granted to children of Trustees and Founding Committee members who have a significant role in the establishment of Moab Charter School. Additionally, children of teachers may receive preferential enrollment. Students with preferential enrollment status who are withdrawn from the school do not receive preferential status for readmission, unless the withdrawal was due to a hardship.

Lottery

If the number of applications for enrollment exceeds the maximum number of students for any grade level, students in that grade level who do not have preferential enrollment status will be selected by random lottery. Each year a new lottery is held.

Lottery Process

Each student in the lottery will have an equal opportunity to be selected for enrollment in the school. When a student is randomly selected, the siblings of that student will also be selected for enrollment, subject to space remaining in the respective grade levels of those siblings. To guarantee fairness, each student name will be mathematically weighted so that family size does not give an unfair advantage in the lottery.

Waiting Lists

Students not selected will be eligible for enrollment as space becomes available in the order determined by the lottery. Additional applications received after the enrollment period deadlines will be considered for enrollment in the order they are received after the names in the original lottery have been exhausted. Waiting lists do not extend to subsequent years.

Credit and Graduation Requirements for Transfer Students

Moab Charter School will approve credits and grades received from accredited public or private schools that align with or are comparable to the coursework and requirements of Moab Charter School. Credit earned at a school accredited by the Utah State Board of

Education or the Northwest Association of Schools and Colleges is accepted according to equivalency. Credit earned at non-accredited schools must be reviewed by the Credit Review Committee. In addition, students who transfer to Moab Charter School must meet all Moab Charter School graduation requirements.

Student Registration

Students are officially enrolled at Moab Charter School when a parent or guardian has completed any registration paperwork required by the administration. Registration forms may include, but are not limited to, disclosures and acknowledgments regarding uniform standards, discipline policies, or any other necessary items. Students may not be enrolled without providing a current birth certificate and proof of current immunizations. Acceptance in the admission lottery does not guarantee a position in Moab Charter School. The school reserves the right to set reasonable deadlines for enrollment after a family has been notified of acceptance.

Parental Notification

At the time of registration each year, parents are notified about state laws, rules, and key school policies. Parents are required to complete forms, sign statements of understanding, and to commit to the program standards at Moab Charter School. The MCS Handbook contains policies pertaining to MCS families, including information about behavior, discipline, attendance, volunteers, uniforms, fieldtrips, the school calendar, and other important matters. In addition, forms, notifications, and other compliance information required by state and federal regulations are given to parents at the time of registration. Students may not be registered without a parent or guardian completing the notification process. Parental notification materials are also found on the school website.

Student Leadership Opportunities

Each year the Parent Organization sponsors school elections so that students can serve in school or grade level leadership positions. Student leaders may also be appointed by teachers for specific classes or extracurricular activities. Students should also be encouraged to take initiative and to propose ideas that can enhance the educational experience in the school.

Students with Special Needs

Moab Charter School is subject to section 504 of the Rehabilitation Act of 1973, which states that children may not be discriminated against solely on the basis of disability for participation in public and private programs and activities that receive federal financial assistance. Additionally, MCS is subject to the provisions of the Individuals with Disabilities Education Act (IDEA). Students with disabilities are entitled to a free appropriate public education.

IDEA also contains procedural safeguards and due process rights for parents in the identification, evaluation and placement of their child. The school will make reasonable accommodations as required under Section 504 and ADA to provide educational and

related aids and services that are designated to meet the individual needs of disabled children. *(Note: More information and the Moab Charter School Special Education Plan is contained in Section 8: Special Education)*

Students with Limited English Proficiency

In compliance with Title VI, MCS will identify LEP students and provide educational services so they can learn English language skills and acquire the knowledge and skills in academic content areas that other students are required to know. MCS will aim to reduce and eliminate the language barriers to educational equality and success by employing teachers qualified and credentialed to teach English language learners and by conducting frequent reviews of the LEP programs utilized, whether individual or larger scale. The school will also provide communications to home in alternate languages as the need demands. MCS is dedicated to closing the ethnic achievement gap.

MCS - After School Detention Policy

Approved 6/28/2016

See Discipline Policy

MCS - Alternative Language Services Policy

Approved 9/19/2017

In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is District policy to provide alternative language services to Limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in the District's educational program. The District provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact the school principal

MCS - Assessment Policy

Approved 6/28/2016

MCS will follow all state and federal laws for assessing students. MCS will use a variety of classroom and standardized assessments (DIBELS/SAGE) and make results available to the Governing Board and parents. ELL students will be properly identified and assessed. The MCS Director will serve as the school assessment coordinator. The MCS Director will attend all required state meetings for assessment and ensure the

legal assessment of all MCS students. The MCS Director and SPED teacher ensures the proper assessment of ELL students through the WIDA. The MCS Director will regularly train teachers on assessment practices and procedures both for classroom assessment and state and federal testing.

ELA Assessment Process:

English acquisition is assessed annually by using measurable achievement data through the following process:

The school registration card identifies students who may qualify for ELL services by asking the following questions:

- What was the first language the child learned to speak?
- What is the language spoken most often by the student?
- What is the language most often spoken in the home?
- What is the preferred language for written notification?

Students with any language listed on the form other than English are tested for ELL services using the WIDA test.

Test results are then scored into one of the following categories:

- Pre Emergent – non English speaking
- Emergent
- Intermediate
- Advanced

MCS - Assessment of Student Achievement Policy

Approved 6/28/2016

Teachers are required to provide grades as an evaluation of student learning and progress at the end of each term. Teachers should maintain a current gradebook throughout each term to provide ongoing feedback to students and parents. A copy of the End of Term grades will be provided to the student, the parent, and the main office for filing. At a minimum, these grades should be reflective of a student's mastery of the content based on state curriculum standards.

Teachers will keep a current and thorough record of grades and attendance for each student in their classroom.

Teachers are expected to report current grades to parents at the mid-term parent-teacher conferences and to have grades available upon request at other meetings with parents.

Teachers will provide ongoing feedback to students throughout a term, so each student has a current knowledge of their progress with and mastery of the content.

Teachers are required to prepare each student for the required state tests by teaching a curriculum founded on the state core standards. Teachers are required to participate in all standardized testing required by the state and federal government and any testing MCS voluntarily joins. Teachers are required to obey state and federal laws regarding this testing and ensure all students are provided a fair opportunity to be successful.

MCS - Association Leave Policy

Approved 9/19/2017

Employee Leave

Every Moab Charter School employee is required to notify the Director in writing on Moab Charter School form(s) in advance of the dates of all requested time off. Unforeseen circumstances, such as illness or injury, are exceptions to this rule.

The following guidelines are designed for the proper use leave:

1. If the employee will not be reporting to work, he/she must call a supervisor or have someone call for him/her at least thirty (30) minutes prior to the School start time.
2. If the employee must leave the school because of illness or other reason, he/she must inform the Director before leaving.
3. If the employee foresees the need to take PTO (e.g., for non-emergency surgery or for a doctor's appointment or for personal reasons), he/she should make every effort to schedule the appointment(s) outside of the regular workday. If an appointment must be scheduled during the regular workday, inform a supervisor as soon as possible so that plans can be made to cover the absence.
4. Disabilities related to pregnancy or birth of a child will be treated as all other leave events for the purposes of application of the MCS leave policies.
5. If the employee is absent because of sickness or disability, MCS may require a doctor's note.
6. In case of an extended absence, employees should consult other sections of this handbook and the insurance plan booklet to see whether they are eligible for disability leave (if offered) or continued eligibility of medical benefits as applicable.

Employee Leave—Salary/Full Time Paid Time Off (PTO)

Eligible Full-Time employees are given ten (10) paid personal days to use throughout the school year. Any unused PTO will be paid out at the end of the school year at the substitute pay rate. Employees will not be paid for unused PTO leave when their employment ends for any reason.

Employees who are the subject of disciplinary action and placed on paid or unpaid leave by the school as part of a disciplinary plan or during investigation periods are required to use all available PTO time starting immediately upon inception. In these circumstances, the School shall apply available PTO time to regular paychecks for employees on paid or unpaid leave until available PTO time is exhausted. All employees requesting time off must complete a Staff Leave Request form for review and approval by the School Director. Excessive tardiness or absences may result in disciplinary action, up to and including termination or employment.

Employee Leave—Hourly

Hourly employees are paid for time worked. Hourly employees are given five (5) unpaid personal days to use throughout the school year.

All employees are expected to arrive for work on-time and work when scheduled. All employees requesting time off must complete a Staff Leave Request form for review and approval by the School Director. Excessive tardiness or absences may result in disciplinary action, up to and including termination of employment.

Holidays

School holidays include federal or state holidays, fall, winter or spring breaks and other days designated as school holidays on the MCS annual calendar. Administrative employees may be required to work holidays as determined by their supervisor or the school director and as outlined in Compensation Agreements. Operations, maintenance and custodial employees are required to work most school holidays and break periods.

Family and Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid job-protected leave within a 12-month period per the terms of the Family and Medical Leave Act (FMLA). FMLA leave is a specified and approved leave granted by the Company upon the formal written request of eligible employees. Ineligible employees granted other forms of leave for any reason are not granted approval for nor is their leave governed by or under the provisions of FMLA. Eligible employees may request FMLA leave after 12 months and 1250 hours of employment service in the previous 12 months. Eligible employees must request FMLA leave with 30 days advance written notice except in times of unexpected leave.

Employees may be required to submit a Statement from a Health Care Provider verifying the need for FMLA leave. Employees are required to use any and all available (accrued) PTO or other leave time before beginning leave under FMLA. Employees may have additional rights including rights for eligible relatives of certain military service personnel and should refer to the Family and Medical Leave Act for additional information.

Employees shall give 2 weeks advance notice before they plan to return to work.

Subject to the Plan Documents, terms and conditions of the various medical benefit plans, benefits will continue for the full period of FMLA leave. Employees who do not return to regular employment with the School after an approved FMLA leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of school administration. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence may be granted only if the employee is not eligible for any other type of leave. Employees who are granted

personal leave are still responsible to pay the employee portion of any benefit programs in which they participate. Arrangements should be made with administration to coordinate the payment of premiums and other costs during leave periods when regular payroll withholding is not possible.

Teacher salaries (and salaries of other employees whose salary is spread over a longer period than their work schedule) who take unpaid leave (including FMLA leave) will be prorated proportionate to the number of days worked out of the scheduled days according to work schedules, and the final, prorated payment will be made on the regular pay-day for the pay period that includes the date of the beginning of unpaid leave. When returning from leave, a new salary will be calculated proportionate to the number of work days remaining in the school year out of the total work days scheduled for the school year. The new salary shall be paid in equal installments over the regular paydays remaining in the school year.

All leaves (paid and unpaid) are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. MCS reserves the right to terminate the employment of an employee who does not return to work at the end of an approved leave period.

Subject to the Plan Documents, terms and conditions of the various plans and upon MCS approval, medical benefit plans may continue for the full period of approved leave. Employees who do not return to employment with the School after an approved leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Bereavement Leave

A full-time employee of MCS may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, domestic partner, child, sister, brother, grandmother, grandfather, domestic partner, father-in-law, or mother-in-law. Proof of death may be required.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give MCS 15 days advance notice. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. MCS may require the employee to supply documentation from the court affirming the employee's jury duty service. Employees or their supervisor may ask the court to excuse an employee from jury duty if an absence would cause serious operational difficulty for the school.

Witness Duty

Employees who receive a subpoena to testify in court may be granted time off to serve as a witness for that purpose. Employees must give MCS 15 days advance notice. School will pay such employees regular wages if the case involves the School, and the employee is not plaintiff to the suit. Employees are not compensated if the case does not involve the school and will use PTO hours (if available) for this absence. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. MCS may require the employee to supply documentation from the court affirming the employee's witness duty service.

Voting Leave

If an employee does not have three (3) or more consecutive nonworking hours while the polls are open to vote, then the employee will be given up to two (2) hours to vote in any state or federal election. The employee must request such leave at least one (1) day before Election Day. The School may determine when the employee may take leave. However, if the employee requests leave at the end or beginning of a work shift, then the School will honor that request. The two hours shall be compensated at the employee's regular rate of pay.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to MCS at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Employees must provide 30 days advance notice unless an emergency or classified situation dictates otherwise, upon which evidence must be provided to MCS.

Subject to the law and the Plan Documents, terms and conditions of the various plans, medical benefit plans may continue for the full period of military leave. Employees who do not return to employment with MCS after an approved military leave may be required to reimburse MCS for all benefit plan premiums or contributions paid by MCS for the employee's elected benefit plans.

MCS - Attendance Policy

Approved 2/20/2018

- MCS will follow state rules for student attendance.
- All students are expected to attend school every day to give them the best opportunity to learn.
- Students are expected to arrive on-time, with required materials, and ready to learn.

Regular and timely attendance is crucial to an effective education. When students are absent or tardy, it is disruptive to the classroom learning environment. Students who miss instruction are required to make up the learning, which may include extra assignments.

Absences: Parents should excuse students only for reasons such as: illness, medical appointments, family emergencies, death of family member or close friend, and/or family activity or travel consistent with MCS policy. Any other reason for an absence is unexcused.

Tardies: Any student arriving after the tardy bell has rung is considered tardy. We track tardies and inform parents after 10 tardies. After 15 tardies a Parent/Student/Director meeting will be requested to find ways of increasing on-time attendance.

If you find your family facing one of the above circumstances, timely notification (in writing, email, or telephone call) is requested so as to avoid any repercussions from the state. Parents will be informed of their child's attendance through a Compulsory Education Letter sent by certified mail at 16 absences and a Parent/Student/Director meeting will be requested to find ways of increasing regular attendance.

MCS -Breastfeeding Policy

Approved 9/19/2017

Notwithstanding any other provision of law, a woman may breastfeed her child at the Moab Charter School, if the woman and her child are otherwise authorized to be present at the location.

1. Section 7(r) of the Fair Labor Standards Act – Break Time for Nursing Mothers Provision Effective March 23, 2010, the Patient Protection and Affordable Care Act amended the FLSA to require employers to provide a nursing mother reasonable break time to express breast milk after the birth of her child. The amendment also requires that employers provide a place for an employee to express breast milk. Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) is amended by adding at the end the following:
2. An employer shall provide — a reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk; and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

3. An employer shall not be required to compensate an employee receiving reasonable break time under paragraph (1) for any work time spent for such purpose.
4. An employer that employs less than 50 employees shall not be subject to the requirements of this subsection, if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.

Nothing in this subsection shall preempt a State law that provides greater protections to employees than the protections provided for under this subsection.

MCS - Bullying, Cyberbullying, Harassment, Hazing and Retaliation Policy

Approved 9/19/2017

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by The Moab Charter School. Moab Charter School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, Moab Charter School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents.

Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in the Moab Charter School. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student's educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A- 11-904 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

Definitions

A. "**Bullying**" means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;

- a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - d. involves physically obstructing a school employee's or student's freedom to move; and
2. is done for the purpose of placing a school employee or student in fear of:
 3. a) Physical harm to the school employee or student; or b) harm to property of the school employee or student.
 4. 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.
 5. In addition to the above, Moab Charter School considers bullying to be aggressive behavior that:
 - a) Is intended to cause distress and harm;
 - b) Exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.

B. **“Civil rights violation”** means bullying (including cyberbullying), harassing, or hazing that is targeted at a federally protected class.

C. **“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.

D. **“Federally protected class”** means any group protected from discrimination under federal law.

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of *race, color, or national origin*.
2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of *sex*.
3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of *disability*.
4. Other areas included under these acts include *religion, gender identity, and sexual orientation*.

E. **“Harassment”** means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. This includes rumor spreading and social aggression intended to demean and disparage another individual and that contributes to a hostile environment for that individual.

F. **“Hazing”** means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;

- a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - d. involves physically obstructing a school employee's or student's freedom to move; and
2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
 3. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.
 4. The conduct described in Subsection "F" constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- G. **"Parent"** means a student's guardian.
- H. **"Retaliation"** means an act of communication intended:
1. as retribution against a person for reporting bullying, cyberbullying, harassment, or hazing; or
 2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- I. **"School"** means any public elementary or secondary school or charter school
- J. **"School board"** means:
1. a local school board; or
 2. a local charter board.
- K. **"School employee"** means:
1. school teachers;
 2. school staff;
 3. school administrators; and
 4. all others employed, directly or indirectly, by the school, school board, or school district.
- L. **"Volunteer"** means a person working under direct supervision of a licensed educator.

Prohibitions

- A. No school employee or student may engage in *bullying* or *harassing* a school employee or student:
1. on school property;
 2. at a school related or sponsored event;
 3. on a school bus;

4. at a school bus stop; or
 5. while the school employee or student is traveling to or from a location or event described above in Subsection A(1) – (4)
- B. No school employee or student may engage in *hazing* or *cyberbullying* a school employee or student *at any time or in any location*.
- C. No school employee or student may engage in retaliation against:
1. a school employee;
 2. a student; or
 3. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation
- D. No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.
- E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

Actions Required if Prohibited Acts are Reported

- A. Each reported complaint will include:
1. name of complaining party;
 2. name of offender (if known);
 3. date and location of incident(s);
 4. a statement describing the incident(s), including names of witnesses (if known).
- B. Each reported violation of the prohibitions noted previously will be promptly investigated by a school administrator or an individual designated by a school administrator. A report of bullying, cyberbullying, hazing, harassment, and retaliation may be made anonymously, but MOAB CHARTER SCHOOL school will not take formal disciplinary action based solely on an anonymous reports.
- C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:
1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
 2. student suspension or expulsion from school or lesser disciplinary action;
 3. employee suspension or termination for cause or lesser disciplinary action;
 4. employee reassignment; or
 5. other action against student or employee as appropriate.
- D. The school will notify a parent if their child threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation.
1. Moab Charter School will produce and maintain a record that verifies that the parent was notified of the incident or threat.
 2. Moab Charter School will not disclose the record described in D1 to anyone unauthorized to receive it and will not use the record for purposes not allowed under the law.

- E. Compliance with the Office for Civil Rights when Civil Rights Violations Occur:
1. Once Moab Charter School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, harassment or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.
 2. If it is determined that the bullying, cyber-bullying, harassment or hazing occurred as a result of the student-victim's membership in a protected class, Moab Charter School shall take prompt and effective steps reasonably calculated to:
 - a) end the bullying, cyber-bullying, harassment, or hazing
 - b) eliminate any hostile environment, and
 - c) prevent its recurrence.
 3. These duties are Moab Charter School's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.
- F. Actions must also include, as appropriate:
1. procedures for protecting the victim and other involved individuals from being subjected to:
 - a. further bullying, cyberbullying, harassment, or hazing, and
 - b. retaliation for reporting the bullying, cyberbullying, harassment, or hazing.
 2. prompt reporting to law enforcement of all acts of bullying, cyberbullying, harassment, hazing, or retaliation that constitute suspected criminal activity.
 3. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, cyberbullying, harassment, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
 4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
 5. procedures for providing due process rights under Section 53A-8-102 (licensed staff) and local employee discipline policies prior to employee discipline or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day) student discipline.

Investigations

Moab Charter School will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The Moab Charter School Investigators will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the procedures below [insert procedures by which reports are to be made to the School Investigators].

It is Moab Charter School's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any

student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

Training

A. All students, staff, and volunteers at Moab Charter School will receive annual training from a qualified professional regarding bullying, cyberbullying, harassment, hazing. This training will address:

1. over aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior
2. relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
3. bullying, cyberbullying, harassment or hazing of a sexual nature or with sexual overtones;
4. cyberbullying, including use of email, web pages, text messaging, instant messaging, three- way calling or messaging or any other electronic means for aggression inside or outside of school
5. civil-rights violations including training and education specific to bullying based upon students' actual or perceived identities, and conformance or failure to conform to stereotypes. Training on civil rights violations will include compliance when civil rights violations are reported.
6. awareness and intervention skills such as social skills training.

B. Volunteers are under direct supervision of a licensed educator who is responsible for ensuring the volunteer is trained in the above areas. Volunteers are required to report to their supervising licensed educator if they are notified of a bullying, cyberbullying, hazing, harassment, or retaliation incident among students or if they reason to suspect such an incident. Volunteers are prohibited from engaging in bullying activities themselves and will be asked to leave Moab Charter School if in violation of this policy.

C. Pursuant to 53A-15-1301, the School will implement a youth suicide prevention program for students.

D. Pursuant to 53A-1-603, all licensed educators must complete 2 hours of professional development of youth suicide prevention training once every license renewal cycle. To the extent possible, other programs or initiatives designed to provide training and education regarding the prevention of bullying, cyber-bullying, harassment, hazing, and retaliation will be implemented.

E. In addition to training for all school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:

1. participate in bullying and hazing prevention training prior to participation in the extra- curricular activity;
2. repeat bullying, cyberbullying, harassment, and hazing prevention training at least every three years;
3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

Additional Notes

1. 53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.
2. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.
3. A student assessment of the prevalence of bullying in MOAB CHARTER SCHOOL School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas, will be provided on a bi-annual basis.
4. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber- bullying, hazing, or harassment incident creates *a substantial disruption* to the school environment, under Tinker v. Des Moines, the School may take disciplinary action against the student who initiated the speech. Factors that the School may consider in determining whether a substantial disruption has occurred are:
 1. whether there is a verbal or physical confrontation over the incident at school;
 2. whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;
 3. whether any part of the speech that gave rise to the incident was repeated at school;
 4. whether students are discussing the incident during class or if it otherwise is disrupting school work;
 5. whether there is a widespread whispering campaign sparked by the off-campus incident that disrupts the school environment and students' abilities to focus on school;
 6. whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrators' day to do so;
 7. whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at school;
 8. whether there is a negative effect on classroom activities as a result of the off-campus incident;
 9. whether the speech was violent or whether there is a history of violence from the student/s who initiated the speech; (Note: true threats are not protected by the First Amendment if it advocates "imminent" violence or unlawful conduct. Thus, a message that threatens physical harm may not be protected by the First Amendment and the person who utters such a message may be disciplined by the School.)

MCS - Child Abuse-Neglect Reporting by Education Personnel Policy

Approved 9/19/2017

Any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused, shall immediately notify the Director and Department of Child and Family Services.

It is not the responsibility of school employees to prove that the child has been abused or neglected, or determine whether the child is in need of protection. Investigations are the responsibility of the DCFS. Investigation by education personnel prior to submitting a report should not go beyond that necessary to support a reason to believe that a reportable problem exists.

Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from those actions, as provided by law.

MCS - Civil Rights Discrimination Grievance Policy

Approved 2/20/2018

Moab Charter School will ensure equal rights for all students and staff according to state and federal laws and provide a procedure for civil rights discrimination complaints and resolution. MCS staff (including food service staff) will be trained in civil rights. Documentation of training will be recorded by the MCS Director.

Complaints of discrimination should be filed with the MCS Director or with the MCS Governing Board according to the provisions of the MCS Grievance Procedure. If a parent or student has a civil rights complaint, then the parent or student may file a complaint with the MCS Director. If the Director cannot resolve the issue, then the complaint may be brought before the MCS Governing Board.

Any complaints alleged within the scope of the National School Lunch Program will be reported to the SFA who will report to the Utah State Board of Education Child Nutrition Program office. Unresolved complaints may be made by the Confidential Review of Concerns Policy that is received by the MCS Governing Board.

If the complaint is against the Director, a parent or student may file a civil rights complaint with the Governing Board directly.

The individuals who have been designated to monitor and coordinate the MCS compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans' with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

MCS Director
358 E 300 S, Moab, UT 84532
(435)259-2277
Governing Board Chair may be contacted through the MCS main office

MCS - Confidential Review of Concerns Policy

Approved 03/18/2016

CONFIDENTIAL REVIEW OF CONCERNS

Parents/guardians and school staff may occasionally have a concern in regard to a particular aspect of the school. Open and honest communication between parents, staff and the school is welcomed and encouraged. In order for the board of trustees and staff of Moab Charter School to best meet the needs of the students and the school, parents and staff who have concerns are asked to adhere to the following procedure when addressing concerns:

1. Begin by first addressing the concern with the teacher or individual with whom the concern is directly related.
2. If the teacher or individual is not able to sufficiently resolve the concern, the concern should then be addressed with the School Leader.
3. If the School Leader cannot resolve the issue satisfactorily, parents/staff may complete a "Confidential Review of Concerns" form, which shall be accessible from the school website.

This form may be emailed to the board chair or mailed to the school in a sealed envelope, addressed to the board chair. The board chair will then review and may present the information to the board of trustees, based upon the nature of the concern. The board of trustees shall follow Utah Open Meetings Law when discussing any information that falls under the closed/executive session parameters. Parents/staff may choose to present their case directly to the board, either in person or through the board chair.

The Board of Trustees will respond quickly as circumstances dictate, not to exceed 45 days.

Please submit the following information either electronically or in a sealed envelope:

1. The Moab Charter School Board Chair
358 E 300 S, Moab, UT 84532

2. Please describe the nature of your concern.
3. Please describe your efforts to address/resolve the concern with the individual(s) directly involved.
4. Please describe your efforts to resolve the concern with the Administrative or Director.
5. Please describe why the Board of Trustees should consider your concern (why you feel steps #1 and #2 have not brought resolution).

**Moab Charter School
Confidential Review of Concerns Form**

NAME _____
Position/Title _____
 (Parent or student, put "parent" or "student")
Date _____
Daytime Phone _____

Please read and follow the Confidential Review of Concerns policy.

1. **Please describe the nature of your concern.**

Total number of pages attached _____

2. **A specific statement of the law, rule, policy and/or specific acceptable practice violated. What action or conduct constituted the violation and what happened?**

Total number of pages attached _____

3. **The date of the event that is a violation of law or policy leading to the complaint.** _____

4. Please describe your efforts to address/resolve the concern with the individual(s) directly involved.

Total number of pages attached _____

5. The date you tried to address/resolve the concern with the individual(s) directly involved. _____

6. Please describe your efforts to resolve the concern with the Administrative or Director.

Total number of pages attached _____

7. The date you tried to resolve the concern with the Administrative or Director. _____

8. Please describe why the Board of Trustees should consider your concern (why you feel questions #3 and #4 have not brought resolution).

Total number of pages attached _____

9. The resolution or remedy you want.

Total number of pages attached _____

10. Please sign and date

Signature

Date

MCS - Contracted Employees Policy

Approved 9/19/2017

Policy

Volunteers and independently contracted service providers are expected to ensure the privacy and confidentiality of students and student records. Information should only be shared with appropriate school personnel. If a person is ever unsure of whether a request for information is appropriate, the matter should be referred to the Director of Moab Charter School for clarification and guidance.

As a volunteer or independently contracted service provider working at Moab Charter School, one may gain insight to personal matters regarding a student's family or personal situation. These matters are protected by the FERPA laws and are not to be shared outside of appropriate school personnel in a professional manner.

All volunteers and service providers are required to sign the MCS Privacy and Confidentiality Agreement which will be kept on file at the school.

Procedure

All Moab Charter School employees and contracted service shall immediately notify the Director of any arrest.

Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Fair Labor Standards Act and Utah law. In particular, consultants will:

Be free from the employer's control and direction in performing the service, both under a contract and in fact.

Provide a service that is outside the school's usual course of business or provide a service on a temporary basis.

Must be engaged in an independent trade, occupation, profession, or business of the same type.

Not receive any fringe benefits, although their fee may include provision for fringe benefits.

Use his or her own stationery or time sheet in billing for services.

MCS - Criminal Background Check Policy

Approved 6/28/2016

All Moab Charter School employees and volunteers are required to pass a state background check in Utah. If a teacher is convicted of a felony or misdemeanor this must be reported to the Director immediately.

MCS - Curriculum Policy

Approved 6/28/2016

MCS will provide a sound curriculum based on state core curriculum standards. MCS curriculum should integrate the arts, music, hands-on learning, and project-based learning as much as possible.

The MCS Director will regularly evaluate the curriculum of each classroom by collecting weekly lesson overviews and making regular classroom visits.

The MCS Director will work with faculty to map the school-wide curriculum and regularly meet with faculty to discuss areas for improvement or change.

Teachers at Moab Charter School are encouraged to creatively approach their instruction of students while focusing all curriculum and instruction on Utah Core Standards and the mission of Moab Charter School.

Teachers are required to have lessons planned in advance and be well-prepared for student learning and instruction.

Teachers are expected to respond to administrative guidance regarding instructional practices and any required changes to his or her teaching methods and curriculum.

Teachers are required to meet the needs of individual learners and to ensure curriculum and instruction is at appropriate grade levels for all students.

Teachers are required to adapt to Special Education student's needs and meet their IEP modifications as part of their Special Education program. Teachers are required to work closely with the MCS Special Education Coordinator/Teacher.

If a teacher suspects a learning disability, he or she is required to work with the Director and Special Education Coordinator in determining the evaluation of needs for that child.

Teachers are required to provide the director with a weekly overview of lessons for all classes.

Teachers will provide assignments for students who are out sick or suspended as requested by parents.

MCS - Discipline Policy

Approved 4/17/2018

Teachers are expected to maintain a fair set of classroom rules promoting a safe and positive learning environment for all students.

Teachers are expected to maintain classroom documentation of behavior problems and meet with parents in person or by phone or email as needed.

As needed, teachers may send students to the office for behavior intervention. This is to be done at the teacher's discretion, and teachers can expect the support and cooperation of the MCS administration in working with these students.

If a student is suspended, teachers will provide assignments to be completed at home by the student.

The MCS Discipline Policy has been written in accordance with state Rule R277-609.

The MCS Discipline Policy and Procedures will be followed by all MCS staff and students.

Policy

Moab Charter School will ensure a safe and positive learning environment for all students, staff, and parents and follow a standard set of disciplinary guidelines.

Students will follow school rules to ensure a safe and positive learning environment for all students, staff, and parents and abide by the disciplinary guidelines.

MCS staff will make students aware of school rules and provide educational opportunities for learning about civic awareness and social responsibility as they pertain to the treatment of other people and one's individual behavior.

Procedures

The following behaviors are prohibited on Moab Charter School grounds or on school sponsored field trips or activities taking place off of school grounds:

- Bullying another student emotionally, physically, or psychologically in any way.
- Causing physical harm to another student (fighting, hitting, kicking, grabbing, etc.).
- Cheating.
- Destruction or defacing of property belonging to the school, staff, or another student or their family.
- Disrespectful and rude behavior.
- Disrupting the educational process or the safe learning environment of the school in any way.
- Drawing pictures of acts of violence or threats on other students, parents, or staff.
- Extortion.
- Hazing (a test or a task involving harassment, abuse, or humiliation used as a way of initiating a person into a team, gang, club, or other group).

- Leaving school grounds without staff or parent supervision during the school day.
- Littering.
- Lying.
- Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited.
- Plagiarism.
- Possessing weapons (knives, guns, swords, bows, etc.) or incendiary devices or explosive devices (including over-the-counter fireworks); possessing laser pointers.
- Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia.
- Public displays of affection (in a romantic manner).
- Refusing or delaying to follow staff instructions.
- Stealing.
- Swearing, cussing, or cursing; using vulgar or crude language or gestures.
- Threatening students, parents, or staff in any way.
- Truancy from class or “ditching” class.
- Use of cell phones or electronic gaming or music devices without permission.
- Using abusive or derogatory language.
- Viewing, possessing, sharing, or distributing pornography in any format.
- Wearing clothing with drug, tobacco, alcohol, or gang references. Wearing any clothing threatening others. Wearing any clothing deemed to be a distraction or inappropriate by the school teachers or administration.

Students are expected to:

Attend school as required by state law.

Promote and ensure a safe and positive learning environment for all students and staff.

Be respectful of others.

Complete assigned work on time.

Follow staff directions and obey school rules and policies.

Come to school prepared with proper materials, appropriate dress, and required assignments.

Demonstrate a commitment to school rules and policies and positive interaction with fellow students, parents, and staff.

The following are causes for possible expulsion:

Possession, control, or actual or threatened use of a real, look-alike, or pretend weapon, explosive, or noxious or flammable material on school grounds or during a school sponsored off-campus activity.

The sale or furnishing of narcotics or other hallucinogenic drugs or substances represented to be a controlled substance, or drug paraphernalia, or imitation drugs.

- Assault or battery on school personnel.
- Robbery or extortion.

- Repeated disruption in a classroom, on school grounds, or during school activities or events, which behavior was initiated, willful, and overt, requiring attention of school personnel to deal with the disruption.
- Sexual harassment.

Standard Discipline Procedures

General Discipline Categories

Minor	Major	Suggested Discipline Steps
Class disruption Rough play Hurtful or inappropriate language Cheating Unintentional injury of another person Swearing, cussing, or cursing; using vulgar or crude language or gestures. Using abusive or derogatory language. Public displays of affection (in a romantic manner). Cheating. Lying. Disrespectful and rude behavior. Refusing to follow or delaying to follow staff instructions. Plagiarism. Wearing clothing with drug, tobacco, alcohol, or gang references. Wearing any clothing threatening others. Wearing any clothing deemed to be a distraction or inappropriate by the	Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited. Causing physical harm to another student (fighting, hitting, kicking, grabbing, etc.). Bullying another student emotionally, physically, or psychologically in any way. Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia. Possessing weapons (knives, guns, swords, bows, etc.) or incendiary devices (including lighters or matches) or explosive devices (including over-the-counter fireworks); possessing laser pointers. Threatening students, parents, or staff in any way. Drawing pictures of acts of violence or threats on other students, parents, or staff. Destruction or defacing of property belonging to the school, staff, or another	Minor Infractions Verbal warning. Warning and meeting with parent (in person or by phone). Visit to principal – possible removal of privileges (field trips or recess time); incident report filed. Suspension. *MCS staff may skip or combine levels of consequence if they judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations. Major Infractions Sent to Principal; incident report filed. Possible meeting with parents and/or removal of privileges (field trips or recess time). Suspension. Expulsion. *MCS staff may skip or combine levels of consequence if they

<p>school teachers or administration. Use of cell phones or electronic gaming or music devices without permission. Breaking playground, class, or lunchroom rules not specifically listed here. Littering.</p>	<p>student or their family. Stealing. Leaving school grounds without staff or parent supervision during the school day. Truancy from class or “ditching” class. Disrupting the educational process or the safe learning environment of the school in any way. Viewing, possessing, sharing, or distributing pornography in any format. Hazing. Extortion.</p>	<p>judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations.</p> <p>Incident Reports 1. Teachers are expected to maintain their own records of classroom incidents regarding discipline. 2. The Principal maintains a file of all incidents involving the Principal and may place these reports in student files at his/her discretion.</p>
<p>The categorization of infractions as Major and Minor is in no way binding. MCS staff may take into consideration the frequency of offenses, the severity of an act, the consequences of an act, the intensity of behavior, the number of infractions committed in sequence or in a situation, and a student’s willingness to cooperate in determining the disciplinary steps and behavioral consequences. This means a student may commit a minor infraction that is dealt with as a major infraction or vice versa, and that the MCS staff may skip or combine disciplinary steps.</p>		

Behavior Contracts

Students who are not responding to the standard consequences for infractions may be required to sign a Behavior Contract. This contract will be written in cooperation with the main classroom teacher, an MCS administrator, and a parent or guardian. The contract will be finalized and signed at a meeting involving these three parties. A Behavior Contract is an attempt by the school to intervene when a student shows a pattern of repeated rule infractions and may be on track for expulsion. A Behavior Contract is meant to intervene when serious consequences such as suspension are not working; the contract is meant as an attempt to change certain behaviors so the student can avoid expulsion.

Suspension

Students who are suspended will be notified in writing; a parent or guardian will also be notified by phone and in writing. The suspension notice will include reasons for the suspension and the dates of the suspension.

Parents are required to meet with the Director to reinstate a student on the day they return from a suspension prior to the start of the school day.

Expulsion

Students who break rules which may result in expulsion from Moab Charter School will be placed on long-term suspension until a determination on expulsion is made.

The MCS Governing Board determines expulsion at the next available board meeting based on recommendations from the Director. Parents or guardians of the student will be notified of the board meeting and the recommendation for expulsion at least 48 hours prior to the board meeting. The student and parents or guardians may attend the board meeting and speak on the student's behalf.

The MCS Governing Board will determine the duration of the expulsion (which is typically one full calendar year from the date of the student misconduct leading to the expulsion). Parents or guardians of students recommended for expulsion will be notified in writing within 7 days of the Governing Board's decision.

Consequences

If you are not following these rules, then you will be given a warning and/or a timeout sitting on the wall or on the porch in a chair for 5 minutes.

If you repeatedly break rules, the timeouts will be for a longer amount of time and/or you will meet with the principal who may:

Take away recesses

Contact parents

Suspend the student from school

*The playground supervisors may skip Step 1 and send a student directly to the principal if the supervisor feels that the student behavior requires more than a timeout.

MCS - Disposal of Textbooks in Public Schools Policy

Approved 5/23/16

The MCS director shall deem a set of textbooks fit for disposal if they are out-dated, worn out beyond regular repair for use, or fail to meet curriculum needs

The MCS director shall notify the State Office of Education of any set of books (25 or more) that are in usable condition to be made available to other school districts no later than April 1.

Other school districts have until September 1 to request the surplus textbooks and are responsible for shipping and delivery costs. If no district requests the books, or the set is fewer than 25 in number, the books may be made available to MCS teachers and families after being stamped "discarded." After October 1 the text books ready for discard can be recycled at the Canyonlands Community Recycling Center located at 1000 Sand Flats Road, Moab, UT 84532.

MCS - Dissemination of Information About Juvenile Offenders Policy

Approved 6/28/2016

The director, school secretary, and teacher of students have the authority to receive private information about students who are designated juvenile offenders if the offense poses a potential future threat to the welfare of the offender, other students, or staff members. The director or his/her designee will disseminate such information. Violent crimes and drug related crimes are examples of offenses that pose possible future threats. Petty theft is an example of an offense that would be left to the discretion of the director. Moab Charter School reserves the right to judge the potential threats of any juvenile offender and to act in good faith to preserve the safety of the staff and students, while respecting the privacy of the offender.

MCS - Donation & Gifts Policy

Approved 2/16/2016

Donations may be accepted, upon approval by the Director, providing the item(s) to be donated (cash, goods, services) are legal to possess by a public school, safe, unencumbered, usable by the school and are generally not restricted in their use, or are not restricted for use by an individual employee. Donations for the purpose of compensating specific employees or positions may not be accepted (donors can donate for other purposes instead). Donations, Gifts, and Sponsorships form is required to be completed for donations greater than \$100 in value. Donations and gifts over \$100 will be provided with an acknowledgment of the contribution from the school for IRS purposes. The acknowledgment will be in the form of a receipt issued by the business administrator. These receipts will be generated from the information provided on the "Donations, Gifts, and Sponsorships" form.

Donations received by the Moab Charter School become public funds and may not be returned or expended except within the law as applicable to the appropriate use of public funds. All policies and procedures of the Moab Charter School are applicable to donations, including Cash Receipt and Disbursement policies and procedures, and all other internal controls.

Gifts to the Moab Charter School must be general in nature and may not be restricted such that they cannot be used for various purposes, except when those purposes are to a specific program, such as the PE program, science department or art program. Donations or gifts intended to benefit a specific student or teacher may not be accepted and could be considered a bribe. Donations, gifts, and sponsorships given by

vendors to specific programs (e.g., drama, sports teams) or school employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. School employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.

The value of a gift or donation to the school may not be assessed or assigned by the school. The value and tax deductibility of a donation or gift made by an individual or company is to be determined by the donor and their accountant, not the school. No dollar value may be assigned to a donation verbally or in writing. If a product or service is given in return for a donation or gift that is clearly defined, such as a \$250 advertising slot in the yearbook, that value can be disclosed by providing the school's advertising rates to the donor for them to assign a value.

MCS - Education Services Outside Regular Employment

Approved 6/28/2016

Conflict of Interest forms must be completed when persons employed by or affiliated with the school are also involved in fundraising organizations or hold funds that that will benefit the school.

MCS - Electronic Devices for Students Policy

Approved 6/28/2016

The use of cell phones or electronic gaming or music devices without permission from MCS are prohibited on Moab Charter School grounds or on school sponsored field trips or activities taking place off of school grounds

MCS - Emergency Policies and Procedures

Approved 2/29/16

Policy

- All staff are to use sound judgment in ensuring the safety and protection of Moab Charter School (MCS) students. MCS emergency procedures should be followed and are meant to ensure the safety of the students, staff, and parents of MCS.
- All medical emergencies should be documented and reported to parents and the front office.
- All buildings/rooms will have an emergency evacuation map and procedures posted near the main exit door.

Procedures

The following procedures/plans are meant to guide the implementation of MCS emergency policies.

Evacuation Plan

If notified that school is to be evacuated due to fire, gas leak, chemical spill, bomb threat, or for any other reason, the following procedures will be followed.

1. The Director, lead teacher, or administrative assistant will lead the evacuation, determining the problem and notifying all people on campus of the need to evacuate.
2. The Director, lead teacher, or administrative assistant will call 911 or other agencies (Questar for gas leaks) if needed.
3. Follow the evacuation routes on the evacuation maps. Typically this means everyone exits buildings to the central grass area. If necessary, staff will lead students through the parking lot to 300 South. Head east on the south side of 300 South to Dixie Park and line up by class for roll call. (If the emergency does not allow certain people in the school to follow the standard evacuation routes or procedures the leader of the evacuation will direct the alternative evacuation procedures.)
4. At the park, teachers will call roll and account for all students and await instructions.
5. Students are to remain quiet until instructed to do otherwise.
6. Await the all-clear signal and instructions to return; if students and staff cannot return, organize the notification of parents and the cancellation of school.

Evacuation Drill

1. Follow the same directions for a real emergency evacuation with the exception of Step 2 – do not call 911 or agencies.
2. Give instructions at the completion of the drill and discuss with students what they did well or needed to improve upon.

3. Document the drill for school records.

Power Outage

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine if outage is campus-wide or isolated rooms or buildings.
3. If isolated to certain rooms or buildings, check circuit breakers and call a repairman, if needed.
4. If campus-wide, call Rocky Mountain Power at (877) 548-3768. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

Natural Gas Leak/Odors

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine location of leak/odors. If substantiated, then call Questar immediately at (800) 767-1689 to report the suspected leak.
3. If possible, shut off the valve leading to the leak.
4. If needed, conduct evacuation of staff and students following the evacuation plan.
5. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

Chemical Spill

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine location of the spill. If needed, call 911.
3. If needed, conduct evacuation of staff and students following the evacuation plan.
4. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

Earthquake

1. When an earthquake strikes, assume the preferred defensive position: kneeling under a desk or table while holding tightly to the table or desk's legs; if this is not possible, assume the safest possible alternative position (some suggest in a doorway or away from possible falling shelves and/or furniture; squatting and covering one's head).
2. If possible, stay away from windows.
3. Remain in these positions until quaking has stopped.
4. When quaking stops, check on students and staff around you and administer first aid as needed.
5. The Director, lead teacher, or administrative assistant will lead the situation and determine evacuation procedures.

6. Follow the evacuation plan, staying clear of power lines and trees or other objects that might fall.
7. Determine if school can proceed and make arrangements as necessary for notification of emergency departments (police, fire, gas company). Notify all parents. Arrange for possible cancellation of school.

Lockdown (Intruder, Gun on Campus, Hostage Situation, Threatening Person)

1. A predetermined signal should be arranged to notify the entire campus of a lockdown.
1. If situation allows, notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Call 911.
3. Use the intercom system to announce to entire campus, "We are in lockdown."
4. Lock doors and move anyone in the room away from eye site through windows and away from the door.
5. Remain quiet; calm any students around you.
6. Wait for the all-clear from a school administrator or emergency personnel (police or fire).

Bomb Threat

1. If possible, keep the caller on the phone as long as possible and get as much information as possible. If caller remains on phone, send someone to initiate or lead the following steps.
2. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
3. Call 911. If the bomb threat caller is still on the phone, notify the 911 agency that the caller is still on the line and give them the phone number for that line.
4. Follow the evacuation plan and await directions from emergency personnel (police and fire).
5. Notify all parents and arrange for possible cancellation of school.

Fire

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine location of the fire. Call 911.
3. Follow the evacuation plan.

Medical Emergencies / Injuries

Staff are to determine the type and level of emergency and respond accordingly to either Plan A or Plan B.

Plan A: If medical emergency or injury requires an ambulance, then notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps in Plan A.

- Call 911.
- Begin First Aid services as required until medical personnel arrive.
- Contact parents or guardians of the student or family of the staff member.

Plan B: If the injury does not require an ambulance, follow standard First Aid procedures to treat the injury.

- First Aid items are located in the desk of the Administrative Assistant in the front office of the main building.
- Document treatment (even if for a simple band-aid) in the First Aid binder at the Administrative Assistant's desk.
- Contact parents if the injury warrants notification (head injuries, injuries involving ice packs, anything where an injury might be hidden).

Evacuation Maps

These maps are located at all major building/room exits. The evacuation map and procedures are to be followed if it can be done in a safe manner. If evacuation routes are blocked, then staff are to use sound judgment in finding the safest possible alternative route to safety.

School Contact Number

Main Office (435) 259-2277

Intercom Use from Main Office

The Intercom is the wireless phone on the table nearest the copy and laminating machines.

Pick up the handset and press the "Talk" button.

To page the entire school, press #10 (this will call to all rooms and the outside speakers).

To page a single room, press ** and then one of the following room numbers.

K- 101

1st – 102

2nd – 106

3rd – 105

4th – 107

5th – 108

6th – 104

Sped – 109

Cafeteria - 103

To call the main office intercom from the outlying rooms, simply press the button on the intercom near the door.

MCS - Employee Grievances Policy

See Confidential Review of Concerns Policy

MCS - Employee Harassment and Discrimination Policy

See Discipline Policy

MCS - Employee Separation Policy

Approved 6/28/2016

Teacher terminations prior to the end of the school year must be approved by the MCS Governing Board.

Items purchased by individual teachers for their classroom with school money do not retain possession of said items upon termination of employment.

Upon completion of employment, employees are required to return all school keys (buildings, files, desk drawers) to the Director.

MCS - Family and Student Records Privacy (FERPA) Policy

Approved 6/28/2016

Privacy and Confidentiality Policy

The family Educational Rights and Privacy Act (FERPA) is a federal law protecting student privacy. Based on this law, it is Moab Charter School policy to ensure the protection of student records and information among volunteers and independently contracted service providers through this Student Privacy and Confidentiality Agreement.

Volunteers and independently contracted service providers are expected to ensure the privacy and confidentiality of students and student records. Information should only be shared with appropriate school personnel in a professional manner. If a person is ever unsure of whether a request for information is appropriate, the matter should be referred to the Director of Moab Charter School for clarification and guidance.

As a volunteer or independently contracted service provider working at Moab Charter School, one may gain insight to personal matters regarding a student's family or

personal situation. These matters are protected by the FERPA laws and are not to be shared outside of appropriate school personnel in a professional manner.

All volunteers and service providers are required to sign the MCS Privacy and Confidentiality Agreement which will be kept on file at the school.

MCS - Fee Waiver Policy

Approved 6/28/2016

The Director oversees the administration of fee waivers. MCS must comply with all fee approval and fee waiver provisions established in Utah law, administrative rules and school policies.

MCS - Field Trips Policy

Approved 6/28/2016

MCS will follow state and federal laws regarding field trips for students. All MCS parents are required to sign parent permission slips to attend field trips.

Field trip procedures will be written to ensure the safety of all students.

MCS administrators may have parents sign annual “blanket” permission slips for routine trips such as city-walks, including: assemblies at other school, visits to Youth Garden Project, the county library, and other locations of educational interest in Moab.

All MCS students attending field trips will have a signed parent permission slip for the trip on file in the main office prior to the start of the trip.

Field trip permission slips will have emergency contact information for each student. A field trip leader (who must be an MCS staff member) will have a list of student emergency contacts on their person at all times during a field trip with the following information: emergency names and phone numbers, student allergies, and other pertinent student medical information.

Only students with annual “blanket” permission slips on file with the main office may participate in city-walks. Each teacher taking a class on a city-walk must submit an attendance list designating all students who are participating, the time, the date, the destination, and the estimated time of return. This list must be submitted for Director approval prior to the city-walk. The Director will initial the approval and keep it on file.

Field trips requiring bus transportation can be coordinated with the Grand County School District for a fee. The USOE Department of Risk Management covers the insurance costs of public charter school students being transported on public school buses.

MCS - Fiscal Accountability Policy

Approved 6/28/2016

All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.

MCS will issue financial reports in accordance with Generally Accepted Accounting Principles ("GAAP") and the State Office of Education guidelines for Budgeting, Accounting and Auditing for Utah School Districts. An independent accounting firm, which is retained by the board, will conduct the annual audit after the fiscal year end and the results will be reported to the Board of Trustees. At its discretion the Board will appoint an audit committee or contract with a third party firm.

If the Board chooses to appoint an audit committee it should include:

- 1) Board Member appointed by the Chair
- 2) Parent or other volunteer with accounting or auditing experience appointed by the board
- 3) Parent or other volunteer with accounting or business operation experience appointed by the board
- 4) A member of the retained independent accounting firm may be appointed as an advisor to the committee at the discretion of the board.

Employees of Moab Charter School are not eligible to serve on the audit committee. The audit committee stands as the specially qualified group who can better understand, monitor, coordinate, and interpret all the financial activities for the entire board. On a monthly basis the committee will conduct a spot audit or review of the following:

- 1) Cash Processes
- 2) Receivable Processes
- 3) Payable Processes
- 4) Payrolls
- 5) General Procedures
- 6) Internal Operations
- 7) Handling of Deviations

The audit committee will create a summary report and a corrective action report. The committee will submit the summary report for the monthly board meeting.

MCS - Food Services Policy

Approved 10/17/2017

Policy

MCS may make breakfast* and lunch available to all students through the Utah CNP program. MCS will follow state and federal policies for operating a Child Nutrition program. MCS will follow state and federal policies for contracting meals with the local school district. MCS will not use vending machines for food services.

Parents may bring food to share with classes on special occasions, such as birthdays and holidays. Parents may bring healthy snacks for students to eat during the morning instruction or afternoon instruction blocks.

MCS will not sponsor or allow the sale of food outside of reimbursable meals.

Procedures

MCS will negotiate vending of meals with Grand County School District.

Parents of MCS students are expected to pay for meals in advance; however, student meal accounts may accrue a negative balance not to exceed \$50. Written notifications of debt balances will be mailed to parents regularly. Parents are expected to pay balances within 30 days of written notification. All outstanding meal debts must be paid before the final day of the school year.

Breakfast will be served from 8-8:15 each morning. Students arriving after 8:15 should not expect food service.

Lunch will be provided each day from 11:45-12:30. Students may use the entire lunch period to eat.

The specific policies and procedures for the CNP program at MCS are detailed in the MCS CNP Policies and Procedures Manual.

Students may bring their own lunches from home rather than eating school-provided lunches. Parents are encouraged to provide healthy foods for their children's lunches. MCS will provide water for students during breakfast and lunch.

MCS parents may eat lunch with their children or check their students out for lunch off campus; students are required to return by 12:30 for class.

Students are expected to follow lunch room rules and eat in a quiet and clean manner. Students should stay seated while eating and throw away uneaten food and packaging in the appropriate garbage can. Food is not allowed outside the cafeteria unless students are otherwise informed by staff. Throwing food is not allowed. Students are not allowed to share food with other students (this is a safety measure for those students who might have allergies or eating restrictions).

Students are required to notify staff during the morning counts if they are eating lunch that day. If a student orders lunch, their account will be billed whether they eat or not. If a parent checks a student out early, the student will not be billed if the lunch count can be recalled from the district (generally before 11A.M.)

MCS - Food Sold on School Grounds Policy

Approved 6/28/2016

See Food Services

MCS will not sponsor or allow the sale of food outside of reimbursable meals during school hours.

MCS - Fundraising Policy

Approved 2/16/2016

Fundraising is generally permitted within the Moab Charter School to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs. Fundraising at the school level is only authorized and administered by the Director. The Board shall annually review the fundraising activities of the school and of all activities that support or subsidize the school. The Board shall ensure that revenues raised during fundraising activities or through activities that support the school (local funds) are raised within established cash handling policies. All expenditures shall be made in accordance with established school policies and procedures. The Board shall ensure that all activities of fundraising and parent organizations are adequately reviewed and considered with the school's insurer to evaluate and manage risks associated with such activities. Fundraising guidelines are:

- All monies raised through fundraisers for school-sponsored activities are considered public funds. This includes all donations to the school, regardless of whether or not such donations are part of any fundraising activity or event;
- Cash Handling and Cash Receipt procedures of the school apply to all school-sponsored fundraising activities;
- Relationships with non-school employees in relation to fundraising activities are managed by the Director;
- Conflict of Interest forms must be completed when persons employed by or affiliated with the school are also involved in fundraising organizations or hold funds that that will benefit the school;
- Fundraising activities may be subject to fee waiver laws and the Director oversees the administration of fee waivers;
- "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the school, school board, administration, or board committees, including the authorized parent organization or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
 - Is managed or supervised by school administration, staff, or authorized volunteers;
 - Uses the school's facilities, equipment, or other school resources;

- Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.

Properly approved school-sponsored activities:

- May use the school's name, facilities, and equipment;
- May utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser;
- May be eligible to be insured under the school's liability insurance policy (subject to insurer);
- May provide additional compensation or stipends for school employees with the approval of the Director and under school payroll policies and consistent with the school's budget;
- Must comply with all fee approval and fee waiver provisions established in Utah law, administrative rules and school policies.

Fundraising activities, or activities of outside organizations of any kind that are not school sponsored activities must be conducted at arm's length so that revenues and expenditures are not commingled with the public funds of the school.

MCS - General Health and Safety Policy

Approved 6/28/2016

MCS Staff will work with parents of students to ensure a safe and healthy learning environment for all students.

Parents of students will provide MCS administration with the required documentation of student health conditions to ensure a safe and healthy learning environment for all students.

Communicable Disease Report

The following diseases are of concern to the public health. Each confirmed or suspected case is required by law to be reported to the Utah Department of Health or the local health department. MCS also requires immediate notification to the Director if an MCS student or staff member contracts one of these listed diseases.

AIDS – Acquired Immune Deficiency Syndrome	Malaria
A.M.ebiasis	Meningitis, aseptic and bacterial (specify etiology)
Anthrax	Meningococccernia
Botulism	Mumps
Brucellosis	Pelvic inflA.M.matory disease
CA.M.pylobacteriosis	Pertussis
Cancer	Plague
Chancroid	Poliomyelitis (paralytic and non-paralytic)
Chickenpox	Q Fever
ChIA.M.ydial infections	Rabies (human and animal)
Cholera	

Coccidioidomycosis Colorado tick fever Diphtheria Echinococcosis Encephalitis Foodborne illness, include food poisoning Giardiasis Gonorrhea Gonococcal ophthalmia neonatorum Granuloma inguinale Haemophilus influenzae, invasive disease, and all serotypes Hepatitis A Hepatitis B, cases and carriers Hepatitis, other viral; type C, Delta, non-A, non-B, and unspecified Human Immunodeficiency Virus infections Influenza Legionellosis Leprosy Leptospirosis Lymphogranuloma venereum	Relapsing Fever (tick-borne and louse-borne) Rheumatic Fever Rocky Mountain Spotted Fever Rubella Rubella, congenital syndrome Rubeola Salmonellosis Shigellosis Staphylococcal diseases Tetanus Toxic Shock Syndrome Trichinosis Tuberculosis Tularemia Typhoid (cases and carriers) Typhus Yellow Fever
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Student Injuries or Health Conditions

Parents are required to inform MCS staff of any student health conditions or injuries that may be affected by school activity. Parents who wish to excuse students from school activities due to injury or health conditions must provide a doctor's note. If a doctor's note is not possible, then the parent may meet with the MCS Director to determine a plan to ensure student health and safety.

Administering Medication

MCS staff may administer medication to students according to state and federal laws governing such practice. (References to "medication" in this document mean over-the-counter and prescription medications.)

Section 53A-11-601 of the Utah Code allows schools to provide for the administration of medication to any student during periods when the student is under the control of the school. MCS employees will abide by state laws governing the administering of medication to students.

MCS employees will only administer medication provided to the school by the parent/guardian, and only if the parent/guardian has signed the required consent form. Only the Director, Administrative Assistant, or the Lead Teacher will administer approved medications to students.

Medications will be kept in a safe (locked) storage location.

Medication must be in its original container/packaging (for both prescription and over-the-counter).

The MCS medication consent to administer form must include: (1) permission to administer the medication; (2) a parent's signature and date; (3) the name of the medication; (4) dosage and administering directions – method, amount, time schedule; (5) a description of the purposes and effects of the medication; (6) directions for proper storage; (7) emergency contact information in case of adverse reaction to the medication.

The MCS Director may withdraw authorization for school personnel to administer medication at any time and for any reason. Prior to withdrawal of authorization, parents/guardians will be notified.

The MCS employee administering medication will document the name of student, date, time, name of medication, and dosage administered in the MCS medication log.

Parents or guardians are expected to track expiration dates for all medications and are responsible for keeping supplies on store at MCS current. MCS is not responsible for expired medications and will not administer expired medications.

MCS - Government Records Access Management Act (GRAMA) Policy

Approved 6/28/2016

Ensure student's records are obtained, maintained, and reviewed by the applicable personnel in accordance with FERPA, Utah State law and USOE regulations.

The family Educational Rights and Privacy Act (FERPA) is a federal law protecting student privacy. Based on this law, it is Moab Charter School policy to ensure the protection of student records and information among volunteers and independently contracted service providers through this Student Privacy and Confidentiality Agreement.

MCS - Grading Policy

Approved 6/28/2016

Teachers are required to provide grades as an evaluation of student learning and progress at the end of each term. Teachers should maintain a current gradebook throughout each term to provide ongoing feedback to students and parents. A copy of the End of Term grades will be provided to the student, the parent, and the main office for filing. At a minimum, these grades should be reflective of a student's mastery of the content based on state curriculum standards.

Teachers will keep a current and thorough record of grades and attendance for each student in their classroom.

Teachers are expected to report current grades to parents at the mid-term parent-teacher conferences and to have grades available upon request at other meetings with parents.

Teachers will provide ongoing feedback to students throughout a term, so each student has a current knowledge of their progress with and mastery of the content.

Teachers are required to prepare each student for the required state tests by teaching a curriculum founded on the state core standards. Teachers are required to participate in all standardized testing required by the state and federal government and any testing MCS voluntarily joins. Teachers are required to obey state and federal laws regarding this testing and ensure all students are provided a fair opportunity to be successful.

MCS - Head Injury Policy

Approved 9/19/2017

In compliance with Utah State Board of Education Rule R277-614 Moab Charter School has established this *Head Injury and Concussion Policy* to provide education about concussion for coaches, school personnel, parents, and students. This policy outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

School seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, administration shall develop procedures to ensure that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Administration, Physical Education Specialists and/or Committees shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

Recognition of Concussion

A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or does not lose consciousness.

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines for All Staff

- 1) The following situations indicate a medical emergency:
 - a) Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
 - b) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.

1. Deterioration of neurological function
 2. Decreasing level of consciousness
 3. Decrease or irregularity in respirations
 4. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 5. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 6. Seizure activity
- 2) A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games:

Recognize concussion

- a) All educators and agents of the school should become familiar with the signs and symptoms of concussion that are described above.
- b) Educators and agents of school shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional. **When in doubt, sit 'em out!**

Refer the athlete/student for medical evaluation

1. The agent of school is responsible for notifying the student's parent(s) of the injury.
 - a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
 - b. A medical evaluation is required before returning to play.
2. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to medical treatment):
 - a. The school agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
 - b. The school agent should continue efforts to reach a parent.
 - c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency

Department for evaluation. A school agent should accompany the student and remain with the student until a parent arrives.

- d. The school agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Potential Problem Areas

While current Utah law designates that a student may be returned to play by “an appropriate health care provider”, school may limit the credentials from which it will accept clearance in its sole discretion. Generally, students will be required to provide a note from his/her health care provider before being allowed to return to play. This is a very important decision and will be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school's liability carrier may also be consulted.

School administration will not allow students clearly having concussion symptoms to return to play even if given clearance by a healthcare provider.

MCS - Human Sexuality in School Policy

Approved 6/28/2016

Moab Charter School is an equal opportunity employer. Discrimination on the basis of sex, disability, race, color, national origin, religion, age, or any other condition protected by various state and federal laws in regards to any aspect of employment will not be tolerated. Moab Charter School provides reasonable accommodations to the known disabilities of otherwise qualified applicants and employees. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Moab Charter School.

Sexual Education

A special “Sexual Education Curriculum Review Committee” made up primarily of parents submits a sexual education instruction recommendation annually to the Board of Trustees for approval. This special committee should also include a health professional, a school administrator, and a MCS health teacher. The committee must have a majority of parents and the plan should be submitted by August 1 each year.

The recommendation of the committee will include lesson plans, audio/visual materials, and proposed presenters, including any invited guests. Presenters and invited guests must be approved by the Board of Trustees to assure consistency with the high moral standards of Moab Charter School. The review committee must assure that none of the following are included in the recommendation, as they are prohibited by state law:

1. the intricacies of intercourse, sexual stimulation or erotic behavior;
2. the advocacy of homosexuality;

3. the advocacy or encouragement of the use of contraceptive methods or devices;
4. the advocacy of sexual activity outside of marriage; or
5. any religious, racial, ethnic, and/or gender bias.

The committee shall also assure that the following is included in the appropriate section of the course per Utah state law:

1. the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods for preventing certain communicable diseases; and
2. personal skills that encourage individual choice of abstinence and fidelity.

The committee chair, or representative, will present the proposed course material and presenters to the Moab Charter School Board of Trustees for approval. The Board will review the information, and will approve the curriculum and materials in a public meeting prior to implementation.

Consistent with Utah law, the information provided by the committee to the Board shall include the following:

1. A copy of any human sexuality instructional materials recommended by the committee but not approved by the state Instructional Materials Commission;
2. documentation that the materials or program meets the medically accurate criteria of state rule R277-474- 6B;
3. documentation that this is the recommendation of the committee; and
4. if the committee is recommending materials not approved by the Instructional Materials Commission, a rationale for selecting such materials must be included.

Notification and Consent

The school shall prepare notification of the intended sexual education course which will be sent home with the students and placed on the web site. The notification shall allow enough time for parents to preview the material at the school if they desire. The notification will invite parents to attend the class with their students.

The consent form prepared by the State Board of Education will accompany the notice to parents (see Appendix A). The consent form requires parents to declare that either their child is or is not able to participate in the course. Students must return a signed consent form to participate in the course, and a parent signature is required either way. Students who do participate in the course will be provided with make-up work. A make-up course may be offered after school hours.

MCS - Internet and Online Access/Acceptable Use Policy

Approved 9/19/2017

The use of school computers is a privilege and is an integral part of the educational program for all students. Computer services provided by Moab Charter School are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final, but can be appealed following the grievance policy. Students have no expectation of privacy of electronic data. System administrators monitor, log, and may review any or all files and/or messages. It is the expectation of Moab Charter School that student and staff behavior online be no different than face to face interactions.

School Responsibility

Moab Charter School takes student internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to students. However, one hundred percent internet safety is not guaranteed and some content which may be offensive may still be accessible. Moab Charter School makes no warranties, either expressed or implied, that the computer and/or network services provided through the school system will be error free. Moab Charter School will not be responsible for either the accuracy or quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Moab Charter School will not disclose, use or disseminate personal student information, except what is allowed by state law. Moab Charter School will also provide education for students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as awareness of cyber bullying and appropriate responses. Age appropriate materials will be made available for use across grade levels. Training on online safety issues and materials implementation will be made available for administration, staff, and parents.

Moab Charter School's network includes wired and wireless computers and peripheral equipment, files, storage, e-mail and internet content (blogs, web sites, web mail, groups, wikis, etc.). Moab Charter School reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of Moab Charter School.

Student Responsibility

Moab Charter School students must adhere to the following guidelines when using school computing resources.

1. Use computer equipment under the supervision of Moab Charter School faculty or staff.

2. Respect and follow computer teacher/advisor instructions.
3. Use computers to work on school related assignments only.
4. Immediately report equipment failures to staff members.
5. Immediately report any damage to any computer related equipment.
6. Immediately report accidental access to unauthorized sites.
7. Report unacceptable internet sites to staff supervisor.
8. Follow basic net-etiquette and be a good network citizen.
9. Only use computers during assigned class times. Computers are not available after school, during lunch or breaks.

Students will not knowingly use school computers, equipment, or facilities to:

1. Engage in illegal activities defined as a violation of local, state, and/or federal laws.
2. Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, or bypassing built in filters, or manipulating system data or changing computer configurations, which includes modifying wallpapers, icons, desktop themes or styles.
3. Knowingly introduce viruses, worms, trojan horses, time bombs, or any other detrimental actions to the network.
4. Access or distribute pornographic, sexually explicit, obscene, or threatening materials.
5. Erase, expire, or reset memory cache, web page links, or HTTP location history.
6. Access any social networking or chat clients of any kind, including web-based clients.
7. Misrepresent one's identity or use another's identity in any form of electronic communication.
8. Communicate with vulgar, defamatory or threatening language, graphics, or artwork.
9. Violate copyright or intellectual rights.
10. Participate in electronic gaming of any kind, unless directed by faculty or staff in the pursuit of learning.
11. Use any instant electronic communication without adult supervision.
12. Use email for any purpose other than school related activities.
13. Give out any school information, including address, phone numbers, schedules etc.
14. Send mass emails.
15. Edit, change, remove or otherwise modify other users files.

16. Engage in activities for personal gain, commercial solicitation and compensation of any kind.
17. Download or install games, audio files, video files or other applications (including shareware and freeware) without written permission or approval from the on-site computer technician.
18. Show support or opposition for ballot measures, candidates, or any other political activity.
19. Participate in cyber bullying, hate mail, defamation, harassment of any kind, or discriminatory jokes and remarks.
20. Post, store or send information that could endanger others (e.g., bomb construction, drug manufacture).

Non-School Equipment:

To bring in personal computing equipment a student must be approved by a faculty member and follow the same rules while on campus as school owned equipment.

Software Installation:

No software, including freeware or shareware, may be installed on any computer unless approved by school staff or contracted IT representative. The technician shall verify the compatibility of the software with existing software and hardware, and prescribe installation and uninstall procedures. License agreements and proof of purchase (copy or original) must be filed with the on-site computer technician.

E-mail Policy:

Moab Charter School employees and staff must abide by the following guidelines when using school email.

1. Employees shall have no expectation of privacy when using Moab Charter School e-mail or other official communication systems.
2. E-mail messages shall be used only to conduct approved and official school business.
3. E-mail address shall not be used for personal social networking sites.
4. All users must use appropriate language in all messages.

Copyrighted Material:

Downloading, copying, duplicating and/or distributing software, music, sound files, movies, images and other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

All users are expected to conduct themselves in a professional manner and to use the system according to the above guidelines or other guidelines published by the administration. Violation of this policy may result in revocation of a student's computer

privileges and/or disciplinary action, which may include suspension. Damage to any school owned computer/technology equipment will be the financial responsibility of the student's parent or guardian, and may result in disciplinary action. The parent or guardian of each student will be required to complete and sign a *Computer Acceptable Use* form each school year acknowledging understanding of the Computer Acceptable Use and Internet Safety policy.

MCS - Local Board Meetings Policy

Approved 6/28/2016

It is the policy of the Board to conduct all business in compliance with the open meeting law set forth in Utah Code §52-4. Further, it is the intent of the Board to facilitate communication with parents and others by establishing orderly processes for receiving public comment. Guidelines for meetings and public comment shall be as follows:

Board Meetings

1. School board meetings, other than closed sessions, shall be open to the public.
2. Meetings shall be advertised by posting meeting agendas at the school office and posting on the website. A yearly meeting schedule will be posted by September. Agendas will be posted no later than 24 hours before the scheduled meeting.
3. Four Board members present constitute a quorum required to conduct business.
4. The Board may receive public comment upon certain Action items after presentation of the item and prior to Board action.
5. Requirements and limitations for addressing the Board.
 1. Parents must indicate that they wish to address the Board on the sign-up sheet provided. Parents must list their names and the agenda item or topic they wish to address. Parents shall sign up to speak no later than 15 minutes after the meeting begins.
 2. If several individuals are concerned with the same issue and share the same opinion, they may be asked to select a spokesperson or specified number of spokespersons to represent the shared opinion.
 3. The Chair may limit the number of comments and/or time allowed based on the volume of the agenda.
 4. Parents presenting highly detailed or complex information are asked to provide a written outline of their comments for the Board.
 5. The Board will not take public comment on personnel issues during board meetings.
 6. The Board procedure will follow Roberts Rules of Order Newly Revised 10th Edition. Proper decorum is the standard expected of all participants in the public meeting, including among observers.
1. Representatives from entities outside of the school who wish to address the Board should contact the school Administrative Assistant and ask to be

assigned time on the agenda. Whenever possible, such requests should be submitted one week prior to the meeting.

2. Minutes shall be kept of all school board meetings. After the minutes are officially approved by the Board, which is generally at the next meeting, they will be posted on the website and maintained in Board records at the school. Minutes are subject to public view upon request. Copies of minutes may be obtained in accordance with the Records Policy and in compliance with the Government Records Access and Management Act.
3. Board meetings will be electronically recorded and archived.

Board Study Sessions

1. Study sessions shall be scheduled as necessary for the Board to review and discuss pending issues.
2. The study session agenda shall be posted in the school office, and on the website. It shall include the date, time, place and agenda at least 24 hours in advance.
3. No official Board action shall be taken during a study session.
4. Study sessions shall be open to the public but time will not be provided for public comment.
5. Minutes shall be kept of all study sessions. Following official approval, study session minutes will be treated the same as Board meeting minutes.
6. Board study sessions will be electronically recorded and archived.

Closed Sessions

1. Closed sessions shall be held pursuant to Utah Code §52-4-4:
 1. Personnel issues including discussion of character, professional competence, and the physical or mental health of an individual.
 2. Deployment of security personnel, devices, or systems.
 3. Litigation issues.
 4. Discussion of purchase, exchange, lease, or sale of real property.
 5. Investigation of alleged criminal misconduct.
2. A notice of the closed session shall be posted in the school office, and on the website and shall include the date, time, place and purpose of the meeting at least 24 hours in advance.
3. Closed sessions are not open to the public or news media.
4. Records of the meetings shall be consistent with state law.

Electronic Meeting Policy

It is the policy of the MCS Board that Trustees who participate in a meeting through electronic means, telephonic, telecommunications or computer conference, in accordance with Utah Code 52-4-7.8 shall be deemed to be present at the meeting, including for purposes of determining a quorum.

Guidelines

- No later than 24 hours prior to a meeting, the Trustee shall make known his/her intent to participate in a public meeting via electronic means. He/She will also make known his/her requirements to participate electronically.
- Notice of the agenda shall also include a description of the means by which the Trustee shall be connected to the meeting.
- Space and facilities must be provided at the anchor location for members of the public to attend, monitor and participate in the electronic meeting.
- Clear connection and audibility shall be ensured for electronic participation.
- Trustee participating electronically in a closed meeting shall assure confidentiality and this shall be noted by the Secretary.
- The Board Chair shall inform the public of any relevant gestures made by the electronic participant, and will likewise inform the electronic participant of relevant gestures made by Trustees at the anchor site.
- The Board Chair, or appropriate Trustee, shall describe any visual materials that can't be seen by the remote participant.
- All rules of procedure apply to electronic meetings.

MCS - Meal Charge Policy

Approved 2/20/2018

Moab Charter School's Child Nutrition Program receives full reimbursement for free meals and partial reimbursements for meals served to students who do not qualify for free meals. Parents must make payments to the student's account to make up the difference between the federal reimbursements and the cost of the meal. This policy applies to school meal payments.

Definitions:

- "Free meal" means a meal served to a student whose parents have filled out a free & reduced meal application and have qualified, based on federal standards, for free meals. The free meal receives the highest federal rate of reimbursement. The meal is served at no cost to the student.
- "Meal charging" means allowing students who do not have funds in their account to receive a reimbursable meal, with parents paying for these meals at a later time. Schools are not required to provide meals to students who do not have funds to pay for the meal.
- "Over identification" means allowing only those with a need-to-know need know the meal payment status of a student. E.g. those who process school meal payments.
- "Parent" means the student's parent, legal guardian, or custodian.
- "Paid meal" means a meal served to a student whose parents who have not qualified for reduced price or free meals. This meal receives the lowest amount of federal

reimbursement. The parent must pay the lunch price established by the MCS Governing Board.

- “Reduced-price meals” means a meal served to a student whose parents have qualified for reduced meals. The federal rate of reimbursement is less than a free meal, but more than a paid meal.
- “Reimbursable meal” means a meal which meets the USDA requirements and may be claimed for payment from the USDA.

Parents may make payments to the school by mail or hand delivery. Parents should clearly note the account to which funds should be credited (student name(s)). We accept checks, money order, and cash. Parents will be notified monthly by regular mail or telephone when a negative amount is in their lunch account.

MCS - Open Enrollment Policy

Approved 6/28/2016

See Admissions Policy

MCS - Parental Participation in the Education Process Policy

Approved 8/7/2018

Moab Charter School regards parental involvement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success.

Moab Charter School will involve parents in the development of its academic and strategic plans through:

- the creation and maintenance of a joint planning and development team for at-risk students, school culture, and academic programming. The Board will have final approval of any plans.
- annual strategic planning meetings and reviews.
- an annual review of Title I programming to address and identify barriers to parental participation.
- parent/teacher conferences to be held each trimester.
- trimester stakeholder newsletters.
- training staff in effective parent involvement strategies.

MCS - Parent Right to Academic Accommodations Policy

Approved 6/28/2016

Moab Charter School provides reasonable accommodations to the known disabilities of otherwise qualified applicants and employees. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Moab Charter School.

Accommodations vs. Modifications

Utah state law gives Moab Charter School the responsibility and discretion over determining of mastery of course content. As the stakes get higher and the performance of more children are being included in school/district/state accountability systems, it is important to note the difference between providing accommodations to students and making modifications when it comes to maintaining the validity and reliability of assessments. "Accommodations" **do not change** or alter what is being measured and are considered changes in the way a test is given or taken (e.g. different test setting, timing, scheduling changes, translations of directions, use of assistive technology). "Modifications" **definitely change** or alter what is being measured and are considered substantial changes in the way a test is given or taken (e.g. extended time on a "timed" test for reading fluency, spell checker on a spelling test, calculator on a computation test).

Accommodations are intended to lessen the effects of a student's disability; they are not intended to reduce learning expectations. Changing, lowering or reducing learning expectations is usually referred to as a modification or alteration. Unlike accommodations, consistent use of modifications can increase the gap between the achievement of students with disabilities and the grade level expectations. This may have a negative impact on the student's educational career as the student may not continue to progress and be able to obtain a regular diploma.

MCS - Purchasing Policy

Approved 9/19/2017

Budget for the Fiscal Year is proposed to the Board by June 1.

Budget is to be approved by the Board before July 1.

Director will meet no less than biweekly with the Accountant to review expenditures and the budget.

Director will meet no less than monthly with the Board Treasurer to review expenditures and the budget.

The Accountant and the Director will regularly review the budget with the Board.

Director will submit amendments to the approved budget, if needed, at regularly scheduled Board meetings.

All purchases and reimbursements must have a pre-approval requisition form signed by the appropriate signatory.

Director will purchase according to the approved budget. Due to the nature of price fluctuations, up to 5% of the cost of any program can be shifted from related programs, to meet costs.

Purchase orders for local business accounts can be signed by the Director or the School Administrative Assistant. Other staff may use the business accounts with a purchase request signed by the Director. The School Administrative Assistant or Director will notify the business by phone that the specified employee is authorized for that specific purchase. All purchase receipts with school accounts will be turned into the Accountant within the week of the purchase with the purchase order.

A debit card for Moab Charter School in the Director's name will be used for purchases where school accounts are not available. This card will only be used by the Director or other approved staff. Debit card purchase receipts will be turned into the Accountant within the week of the purchase with the purchase order.

Purchases made by the Director will be reviewed and approved by the accountant and the Board Treasurer or the Board Chair.

Checks are issued by the Accountant, but may be issued by the School Administrative Assistant or Director in emergencies or at times when the Accountant is not available.

Checks may only be signed by the Board Chair, the Board Treasurer, the Board Secretary, or the Director. No employee will sign any check made out to oneself.

Reimbursement to employees is not the preferred method of payment. Reimbursed items must be pre authorized by the Director or, if the Director is unavailable, the Board Treasurer or Board Chair. Failure to obtain appropriate pre-authorization will result in non-payment, unless the Director or Board chooses to authorize the reimbursement.

MCS will not reimburse for sales tax.

MCS will not maintain a petty cash account.

Lunch money, checks, and other incidental income will be deposited in the MCS bank account within five business days or less.

MCS will follow all state procurement regulations as outlined in Title R33: Administrative Services, Purchasing, and General Services.

When available and reasonably priced, MCS will use state contracts for purchasing through approved vendors.

MCS -Reporting Arrests Policy

Approved 5/23/16

Policy

All Moab Charter School employees are required to pass a state background check in Utah. If a teacher is convicted of a felony or misdemeanor this must be reported to the Director immediately.

All independent service providers will provide proof of appropriate licensure or business license, sign a privacy and confidentiality agreement (FERPA), and sign a contract outlines services to be provided to the Moab Charter School.

Volunteers and independently contracted service providers are expected to ensure the privacy and confidentiality of students and student records. Information should only be shared with appropriate school personnel in a professional manner. If a person is ever unsure of whether a request for information is appropriate, the matter should be referred to the Director of Moab Charter School for clarification and guidance.

As a volunteer or independently contracted service provider working at Moab Charter School, one may gain insight to personal matters regarding a student's family or personal situation. These matters are protected by the FERPA laws and are not to be shared outside of appropriate school personnel in a professional manner.

All volunteers and service providers are required to sign the MCS Privacy and Confidentiality Agreement which will be kept on file at the school.

Procedure

All Moab Charter School employees and contracted service shall immediately notify the Director of any arrest.

MCS - School Emergency Response Policy

See Emergency Policies and Procedures

MCS - School Personnel and Medical Recommendations Policy

See General Health and Safety Policy

MCS – Secondary School Completion and Diplomas

N/A

MCS - Staff Dress Code Policy

Approved 3/20/2018

Maintaining a professional, appropriate appearance is important to the success of Moab Charter School. Each employee projects the reputation of the organization. Part of this impression depends on each employee's choice of dress.

Moab Charter School has chosen to offer a casual dress environment for employees. Employees are expected to use good judgement and to show courtesy to Moab Charter School co-workers and stakeholders by dressing in a manner that is presentable and appropriate. At all times employees are asked to be cognizant that regardless of their interaction with students, parents, volunteers, or campus visitors, Moab Charter School is still a place of business and professionalism.

Any questions related to the content of this policy or its interpretation should be directed to the Director.

MCS – Statewide Online Education Program Policy

Approved 06/28/2016

All employees authorized to use school computers and are expected to make regular use of e-mail and online training and are to take advantage of appropriate internet resources.

Access to MCS computers should be protected through logins and passwords. Logins and passwords must only be created for MCS employees who require computer and network access to perform in their assignments. Generally, volunteers should not have access to MCS computers or the network. Any exceptions must be approved by the Board of Trustees. Individuals who are authorized to access the MCS network must first sign the *Moab Charter School Network User Agreement* before network access is approved.

MCS – Student Clubs Policy

Approved 6/28/16

Application to start a club

Students that want to start a school club must submit an application to the Director. The application shall contain the following information:

- Club name
- Names of applicants—faculty members or students or both
- Explain relationship/connection to the curriculum
- Statement of purpose, goals, and proposed activities
- Proposed budget, if any
- Requirements for students to join the club
- Proposed meeting times, dates, places (What school facilities will be used (ie room, computer, and school grounds)

All students requesting to join a club must have written parent/guardian consent

Application to Director for decision

The Director will approve or reject the club application and give the reasons for the decision. Any appeal (in writing) for an application that has not been approved will be reviewed by the Board and the Board will vote at a Board meeting on the application. The Board will give the reasons for an application that is not approved.

Approved Clubs will be required to do the following:

Assurance that all materials distributed in club meetings will be delivered to school administration no later than 24 hours after each club meeting and parents who request may have opportunity to review materials

Assurance that club membership will be limited to students who attend the school

The clubs will be required to maintain order and clean up after their meetings or activities

Club Renewal

Students will be reviewed before renewing for the next or current school year

Parent Consent Form:

Filled out by the school:

Student name

Club name

Club purpose

Club goals

Beginning and ending dates of club authorization

Tentative schedule of club activities (to extent known—filled out by school):

• Dates:

• Times:

• Places:

Name of club supervisor/monitor/sponsor

Costs to student/family, if any

Other information, if any:

The parent will need to sign the form and return to the school before the student will be allowed to participate in any club activities.

Student signature:

Date:

Parent signature:

Date:

The form shall be maintained at school by Director.

MCS – Student Conduct and Discipline Policy

See Discipline Policy

MCS – Student Discrimination and Sexual Harassment Policy

See Discipline Policy

MCS - Student Dress Code Policy

Approved 6/28/2016

- Clothing and personal appearance must be neither provocative nor a distraction.
 - Clothing and other articles of attire may not display anything which is illegal for student use (such as drugs, tobacco, and alcohol), or be sexually oriented or vulgar/degrading, or depict weapons or their use.
 - Undergarments, including bra straps, shall not be exposed.
 - Shoes shall not be high heeled, pumps, or costume/play shoes, nor shall they have wheels.
 - Midriffs shall be covered.
 - Halter-tops are not allowed. Tank top straps should be one inch in width at a minimum.
 - Shorts and skirts must be at least fingertip length.
 - Weather appropriate outerwear is expected. (E.g. hats, gloves, and jackets in cold weather, rain jackets in wet weather)
- Any question over appropriateness of dress will fall under the discretion of the Director.

MCS - Student Searches Policy

9/19/2017

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing weapons, drugs, alcohol or other contraband onto school property or to school-related activities, and to achieve these objectives consistent with law.

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of school rule or policy or law.

All school-related property always remains under the control of school officials and is subject to search at any time. School-related property includes but is not limited to

computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities.

In the initiation and conduct of any search, a school administrator will remain in charge at all times. A school administrator initially will seek voluntary consent to the search. In general, no member of law enforcement may be authorized to conduct a search on behalf of the school but may facilitate a school search under the continuing control and direction of a school administrator. A canine also may be utilized under proper circumstances to facilitate a school administrator's search. Law enforcement officials may, under circumstances authorized by law, conduct their own independent searches (e.g., upon belief that a crime is being committed in their presence or in exigent circumstances).

A. Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law or school rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of school personnel, information from a reliable informant, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol or marijuana, unusual behavior, or the student's history and school record. A mere "hunch" or guess is not a sufficient basis to undertake a search.

B. Individualized Suspicion

In order for a search to be reasonable, it ordinarily must be based on not only reasonable suspicion but also on individualized suspicion of wrongdoing. This requirement does not mean that the suspicion must always be confined to only one person at a time. There may be special situations in which a group of students is so specific and small that each of the individuals in the entire group may be searched consistent with the individualized suspicion requirement.

C. School Property – Lockers and Desks, etc.

Student lockers, desks, student vehicles and other similar property are owned, leased or controlled at all times by the school. The school exercises exclusive control over the school-related property and a student should not expect any privacy whatsoever regarding items placed or stored in or on school-related property, because school-related property is subject to search at any time by school officials.

D. School Computers

School computers, files, software, and other similar educational technology, including Internet access records, including but not limited to data, are controlled by the school. The school exercises exclusive control over the school property, and a student should not expect any privacy whatsoever regarding the property because school property is subject to search at any time by school officials.

E. The Person

A student may be searched if there is individualized reasonable suspicion that the search will turn up evidence that the student has violated either the law, school board policy or a rule of the school. A particular student's effects (e.g. purse, book bag or personal electronic device) are also subject to being searched by school officials and are subject to the same rule. As a search of a student becomes more intrusive, an increasingly higher degree of individualized suspicion must exist. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. School officials should initially request voluntary consent for the search.

If a student resists or otherwise refuses to consent to a search, the student should be immediately removed and be reasonably isolated until a parent(s) and/or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption. If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon or drugs or alcohol, the student immediately may be reasonably searched by a school administrator. An uncooperative or disruptive student will remain subject to disciplinary action.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, unless there is an immediate threat. No pat-down search should involve contact with bodily areas typically regarded as particularly sensitive areas.

If school officials conclude that a more intrusive search (e.g. a search that would involve exposure of or contact with particularly sensitive bodily areas) is needed, they should call the parent(s) of the students involved and report their suspicions to parent(s) and to the police. School officials should not conduct highly intrusive searches. Any strip search is prohibited.

Except as to a small number of particular students, group searches will not be permitted. Searches of students and their effects must be particularized.

F. Vehicles

Any person who operates a vehicle on school property or in connection with any school-related activity impliedly authorizes school authorities to conduct a search of the vehicle and its contents without notice, without further consent, and without a search warrant. School authorities may conduct routine periodic patrols of parking lots and inspections

of the exteriors of vehicles on school property or in connection with any school-related activity without cause, without notice, without consent, and without a search warrant. The interiors of vehicles may be inspected whenever there is individualized reasonable suspicion to believe that illegal or unauthorized materials are contained inside, without notice, without consent, and without a search warrant.

G. Canine Sniffs by Trained Dogs

Canine sniffs of student lockers, desks and other property may be performed at any time. If the dog alerts to an area, then individualized suspicion exists for the search of the area and the space(s) and items in the vicinity. No use of canines should be undertaken except at the request of the Director or designee. When the canine arrives at the location for the canine initiative, the Director or designee will be responsible for directing and controlling any search.

H. Location

Searches of students and student property may be conducted whenever the student is involved in or attending a school sponsored or related function, whether it is on the school campus or not. Searches, whether on or off the school campus, are to be conducted in accordance with school policy.

I. Seizure of Illegal Item

If a search conducted pursuant to this policy yields or reveals an illegal contraband item, then the item should be promptly tagged, bagged, and documented (e.g., photographed, receipted) and turned over to a designated school administrator or the school resource officer until the materials are no longer required or needed. Any contraband should be safeguarded and kept separate from any other items in such a way as to preserve its clear identity.

J. Notice

Students will be provided notice of this policy concerning search and seizure by having it placed in the school handbook or distributed by supplemental publication. In the event that any provision of this policy, if strictly construed, would likely result in danger to any person by reason of (a) apparent emergency, or (b) by adverse conduct of a student or other person, any person acting under the authority of Moab Charter School, pursuant to this policy is authorized to take any reasonable action.

K. Restraint of Student

To protect a student or others, any School employee may temporarily and safely restrain a student. Reasonable care should be taken in such action.

MCS - Substitute Teacher Policy

Approved 3/18/16

I. Administration Policy

The substitute teacher policy shall be administered in accordance with the following guidelines:

1. A prospective substitute teacher must file an application with the school for review by the Director.
2. All prospective substitute teachers must undergo fingerprinting. Fingerprinting is done at either the Grand County Sheriff's Department or the Grand County School District Office.
3. Every effort will be made to maintain a list of substitute teachers who are qualified and have experience with elementary age students.
4. The substitute teacher, when called in, will report to the Director or the Director's designee, who will share all lesson plan materials and review the classroom teachers directions for the day.
5. The Director or designee will orient the substitute to the school schedule and procedures of the school.
6. The Director or designee will be responsible to facilitate the completion and submission of the substitute teacher paperwork to the Business Manager for payroll processing.
7. If a substitute teacher renders unsatisfactory service for the school, the Director shall indicate this to the substitute and the substitute will be removed from the substitute list.
8. Teacher requests made in advance for a particular substitute will be honored whenever possible.
9. When advance notice is given for absences longer than one day, the same substitute will be assigned for the duration of the absence whenever possible.

MCS - Suicide Prevention Programs Policy

9/19/2017

The purpose of this policy is to protect the health and well-being of all Moab Charter School (MCS) students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

MCS:

- Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcome
- Further recognizes that suicide is a leading cause of death among young people
- Has an ethical responsibility to take a proactive approach preventing deaths by suicide
- Acknowledges the school's role in providing an environment, which is sensitive to individual and societal factors that place youth at greater risk for suicide and one that helps to foster positive youth development.

Definitions-

At risk: A student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following procedures.

Crisis team: A multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.

Mental health: A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.

Postvention: Suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

Risk assessment: An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan, and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

Risk factors for suicide: Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

Self-harm: Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either non-suicidal or suicidal. Although self harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

Suicide: Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.

Suicide attempt: A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself/herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

Suicidal behavior: Suicide attempts, intentional injury with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action, or thought indicating intent to end one's life.

Suicide contagion: The process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

Suicidal ideation: Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

Scope

This policy covers actions that take place in the school, on school property, at school sponsored functions and activities, on school buses or vehicles, and at school

sponsored out-of-school events where MCS staff is present. This policy applies to the entire school community, including all MCS staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment.

Staff Professional Development:

All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, lesbian, gay, bisexual, transgender, and questioning (LGBTQ) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Youth Suicide Prevention Programming:

Developmentally appropriate, student-centered education materials will be integrated into the curriculum of all K-6 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small-group suicide prevention programming for students.

Publication and Distribution:

This policy will be reviewed annually and available in its entirety on the school website. In addition, this policy will be referenced in both the teacher and parent/student handbooks.

Assessment and Referral:

When a student is identified by a MCS staff member as potentially suicidal, for example, verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse, or an administrator will fill this role until a mental health professional can be brought in.

For youth at risk:

- MCS staff will continuously supervise the student to ensure their safety.
- The Director will be made aware of the situation as soon as reasonably possible.
- The school mental health professional or Director will contact the student's parent/guardian, as described in the Parental Notification and Involvement section, and will assist the family with an urgent referral. When appropriate, this may include calling

emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

- MCS staff will ask the student's parent/guardian for written permission to discuss the student's health with outside care, if appropriate.

In-School Suicide Attempts

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

- First aid will be rendered until professional medical treatment and/or transportation can be received.
- MCS staff will supervise the student to ensure their safety.
- MCS staff will move all other students out of the immediate area as soon as possible.
- If appropriate, staff will immediately request a mental health assessment for the youth.
- The school mental health professional or Director will contact the student's parent/guardian, as described in the Parental Notification and Involvement section.
- MCS staff will immediately notify the Director regarding in-school suicide attempts.
- MCS will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well being.

Re-Entry Procedure

For students returning to school after a mental health crisis, a school mental health professional, the Executive Director, or designee will meet with the student's parent/guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to MCS.

- A MCS mental health professional or other designee will be identified to coordinate with the student, their parent/guardian, and any outside mental health care providers.
- The parent/guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
- The designated staff person will periodically check in with student to help them readjust to the school community and address any ongoing concerns.

Out-Of-School Suicide Attempts

If a MCS staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

- Call the police and/or emergency medical services, such as 911.
- Inform the student's parent/guardian.
- Inform the school Director. If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

Parental Notification and Involvement

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent/guardian will be informed as soon as practicable by the Director, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent/guardian should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child. Through discussion with the student, the Director, designee, or school mental health professional will assess whether there is further risk of harm due to parent/guardian notification. If the Director, designee, or mental health professional believes, in their professional capacity, that contacting the parent/guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

Postvention Development and Implementation of an Action Plan

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps: Verify the death. Staff will confirm the death and determine the cause of death through communication with the coroner's office, local hospital, the student's parent/guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent/guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.

Assess the situation

The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

Share information

Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of

the sorrow the news will cause, and information about the resources available to help students cope with their grief. The crisis team may prepare a letter (with the input and permission from the student's parent/guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

Avoid suicide contagion

Teachers need to be aware and sensitive to how other students react to the news of a suicide death, so that by sharing with students, it doesn't encourage other students to also consider suicide. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

Initiate support services

Students identified as being more likely to be affected by the death will be assessed by a school mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents/guardians, crisis team members will refer to community mental health care providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

Develop memorial plans

The school should not create on-campus physical memorials (for example, photos or flowers), funeral services, or if applicable, fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. Any school based memorials (for example, small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

External Communication

The Director or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

- Keep the Suicide staff informed of the school actions relating to the death.
- Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
- Answer all media inquiries.

If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase "suicide epidemic" – as this may elevate the risk of suicide

contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

MCS - Testing Procedures Policy

Approved 06/28/2016

The MCS Director will regularly train teachers on assessment practices and procedures both for classroom assessment and state and federal testing.

MCS - Transferring Students Out of Persistently Dangerous Schools Policy

N/A

MCS - Transfer Students Policy

Approved 06/28/2016

Moab Charter School will approve credits and grades received from accredited public or private schools that align with or are comparable to the coursework and requirements of Moab Charter School. Credit earned at a school accredited by the Utah State Board of Education or the Northwest Association of Schools and Colleges is accepted according to equivalency. Credit earned at non-accredited schools must be reviewed by the Credit Review Committee. In addition, students who transfer to Moab Charter School must meet all Moab Charter School graduation requirements.

MCS - Transportation Policy

Approved 06/28/2016

Policy

MCS will not provide transportation to or from school for students.

The MCS Governing Board may enter into an agreement with Grand County School District to bus students.

MCS will reimburse staff for exact gas costs if a school vehicle is used for school purposes.

MCS will reimburse staff at the state rate for mileage if a personal vehicle is used for school purposes.

Procedures

Because the state does not provide funding for charter schools to develop and maintain a transportation system, MCS will not transport students to and from school. The MCS Governing Board will consider ideas for transportation each year. Parents may carpool students, especially from outlying communities, but MCS will not sponsor carpool efforts. Parents are expected to make carpooling arrangements without school sponsorship or assistance.

MCS employees who use their own vehicles for school purposes are reimbursed at the state rate for mileage (i.e. in 2009-2009 that rate was .55 cents per mile).

MCS - Travel Policy

Approved 5/23/16

PURPOSE & PHILOSOPHY

The purpose of this policy is to establish procedures for authorization of travel by Moab Charter School (MCS) employees, officials, or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefitting MCS.

DEFINITIONS

“Airfare” is defined as the costs incurred by a MCS employee, official or agent to obtain common air carrier transportation services in order to participate in approved conferences or conduct MCS business.

“Car rental” is defined as use of a non-personal, non-MCS owned vehicle, for which a rental charge is imposed for use of the vehicle.

“Ground transfer” is defined as the costs related to transporting a traveler to and from airports or transportation terminals, whether by private or public carrier and the costs of parking private vehicles at transportation terminals.

“Hotel accommodation” is defined as the costs of providing overnight lodging incident to an approved travel event.

“Mileage reimbursement” is defined as the reimbursement for costs incurred by a MCS traveler to transport themselves and/or others in a personal vehicle, other than a rental car or MCS vehicle, to an approved conference or convention or to execute MCS business.

“Per diem” is defined as a daily allowance paid to an employee, official or agent to cover expenses while working away from home.

“Registration” is defined as a fee paid or reimbursed by MCS which registers an employee, official or agent to attend a conference or event sponsored by another private or public entity.

“Travel” is defined as using ground, sea or air transportation to attend a conference or convention or to execute MCS business which is related to a traveler’s work assignment yet is outside the customary work routine and away from the regular work assignment

prescribed by the traveler's regular work assignment. Travel to such events may or may not require overnight lodging.

GENERAL POLICY INFORMATION

It is the general intent of the Board of Trustees to fund or reimburse employees, officials, or agents for actual travel expenses which are approved through the MCS travel request process.

Travel expenses related to pre-allocated budget allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related employee, official or agent expenses only.

This policy applies to all employees, officials or agents travel to conferences, conventions and approved travel undertaken for execution of MCS business.

Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must secure a price quote from the State Travel Office and one other source for air travel. These quotes are to be forwarded to Director, or the Board Chair if the Director is the traveler along with a brochure detailing any conference registration fee amount, dates, location and other information incident to the conference. All travel must be approved in advance by the Director, or the Board if the Director is the traveler.

This travel policy does not permit employees', officials', or agents' family members, friends or other travel companions to take trips which are funded or processed in anyway by MCS funds. All travel expenses of family members, friends, or other travel companions must be paid directly from the personal financial resources of the employee, official or agent without being intermingled with MCS financial transactions.

PAYMENT OF TRAVEL EXPENSES

Travel expenses are to be paid as follows:

MCS Purchase/Credit Card: It is preferable, that employees make their travel reservations and pay their travel expenses with their authorized purchase/credit card. Employees authorized to hold a purchase/credit card, may use their cards to make travel arrangements and pay travel expenses on behalf of other employees when those employees do not hold a purchase/purchase/credit card and the travel is approved by the Director.

If the traveler does not have a MCS purchase/credit card and their supervisor will not travel with them or does not hold a purchase/credit card: At the time the travel request is submitted, the request should indicate that registration, airfare and hotel payments are to be paid by check to the traveler. Checks for registration and airfare will be issued as soon as the travel request is approved.

Reimbursement: Travelers may purchase pre-approved travel (including airfare, car rental, ground transfers, conference registration, etc.) using personal funds and submit for reimbursement using the regularly established reimbursement procedures for all other purchases. Reimbursement will not be made for travel that was not approved by the School Director through the travel request process.

MEALS

Travelers may receive reimbursement for meals they purchase during approved travel according to the following schedule for travel that is more than 100 miles from MCS primary facility:

If traveling between 6 and 10 AM, an allowance of \$8 for breakfast

If traveling between 11 AM and 2 PM, an allowance of \$12 for lunch

If traveling between 4 PM and 8 PM, an allowance of \$25 for dinner

Travelers will be reimbursed for actual expenses, including tax and gratuity, for meals when traveling during the entire time frame noted above up to the dollar limits listed. Meal reimbursement will not be given for meals that are included in the registration or participation cost of any conference, meeting, or event associated with approved travel.

AIRFARE

When securing airfare rates, travel coordinators should always contact the Utah State Travel Office to obtain a price quote. State travel rates usually include travel insurance, and allow the traveler to change itineraries without penalties. Obtaining this price quote also provides the traveler a basis for judging the suitability of other rate quotes.

Air transportation is limited to air coach or tourist class. When special and reduced fares are available, they should be secured unless doing so will leave MCS at risk because of the loss of insurance coverage or unduly open MCS to the potential of financial damage.

GROUND TRANSFER ALLOWANCE

When air transportation is approved, a ground transfer allowance is provided for taxi or van service, and parking of personal vehicles at transportation terminals. Purchase/credit cards are not to be used to pay ground transfer expenses. Travelers should pay expenses as they occur and submit for reimbursement using the regular reimbursement request process.

HOTEL ACCOMMODATIONS

Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed for some circumstances only when approved in advance by the Director, or the Board if the Director is the traveler. Travelers shall secure hotel accommodations at a daily rate which is reasonable for the area, and should consider other factors affecting overall travel cost, including distance from the hotel to the conference or event location, the availability of meals, shuttle or transfer service, etc.

A traveler may elect to stay with friends or relatives or use personal abodes, campers or trailers instead of staying in a hotel. When using these kinds of overnight

accommodations, the traveler will request and receive approval for alternative lodging and associated expenses prior to approval of the travel request.

Hotel accommodations will be funded only once per conference. Hotel designation payments will not be paid when hotel accommodations are included as a portion of the conference fees.

If a traveler receives a prepayment check for hotel expenses and they or another MCS employee, official or agent pays the charges with a MCS purchase/credit card, the prepayment check amount must be refunded to MCS.

Hotel expenses will not be paid by any MCS entity for conferences which are less than 100 miles from MCS primary facility.

MILEAGE REIMBURSEMENT

When travelers are approved through the Travel Request Process to drive personal vehicles to a conference or other event that is less than 100 miles from MCS primary facility, reimbursement is allowed for all round trip miles for each day the traveler is approved to attend the conference.

Mileage is calculated from MCS primary facility or traveler's starting location, whichever is shorter, to the destination and back, using Google Maps or MapQuest as verification. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time.

RENTAL CARS

Rental cars are not allowed without prior approval from the School Director, or the Board if the Director is the traveler.

All requests for rental cars must be included in the travel request.

When rental cars are approved, only actual documented expenses will be funded or reimbursed by MCS.

EXCESSIVE CHARGES

MCS will not fund any travel expenses which are unrelated to the approved travel purpose. MCS travelers will be required to reimburse Charter Academy for travel charges which are unrelated to the travel purpose or which are determined to be excessive.

MCS - Use of Building as Civic Centers Policy (Facilities Use Policy)

Approved 9/19/2017

Moab Charter School shall be available for use under conditions permitted by law, and in accordance with policy adopted by the MCS Board of Trustees. This policy covers all functions which occur outside of regular school hours. The Director will approve all outside usage of Moab Charter School.

Accordingly, the Director shall:

- Schedule the use for all MCS facilities, including the building and all outside grounds, outside of the following priority guidelines:
 - Priority I* - MCS sponsored educational activities, such as theatrical performances, concerts, “show what you know” events, and after school clubs.
 - Priority II* - MCS sponsored non-educational functions, such as athletics, board meetings, and committee meetings etc.
 - Priority III* - 501(c)(3) organizations.
- Schedule the use of MCS facilities after giving all MCS sponsored activities and functions priority over non sponsored functions and activities. In the event of a conflict, reasonable effort will be made to find a solution.
- The Director is authorized to grant the use of MCS facilities in accordance to written policy, as well as establish the conditions of facility use.
- The Director may reject any application or rescind any agreement for use of MCS facilities when the activity is not consistent with the school’s charter, goals or mission.
- Activities that are viewed to be at risk of damaging MCS or other individuals shall be rejected.

Liability

Approval for Non-Commercial users to the use the school facility will constitute a permit for use of this property pursuant to UCA. 53A--413,414. The school is thereby not liable for any claims, injuries, or lawsuit arising from the use of MCS property under UCA 63G-7-305(5). Commercial renters permitted to use the facility are required to provide a Certificate of Insurance as proof of liability insurance, naming the School as an additional insured on the policy. The required policy limits at \$1,000,000 per occurrence and \$2,000,000 aggregate. The Governing Board may waive this requirement at its sole discretion.

Damage to Facility

Groups are responsible to bear the cost of repair or replacement for any damage to school property, facilities or grounds. Groups are required to report damages to the school upon discovery to prevent additional injury or property or patrons of the school

Sanitation

Groups are responsible to leave the school premises, facilities and furnishings in clean and working order, suitable for instruction and regular school operations. Under no circumstances will outside parties leave the campus disorderly. Cleaning fees will apply for expenses incurred for facilities or furnishings left unclean or items left behind. A refundable cleaning deposit of a minimum of \$50.00 is required for each event.

Usage Guidelines

- Users are responsible for general clean up after use. The facility is to be returned to its original arrangement and condition by the responsible party, prior to leaving MCS. Equipment of MCS may only be used if special written permission has been obtained from the appropriate personnel.
- The responsible party must sign in with MCS designated On- Site Monitor upon arrival, and upon leaving the facility. All minors must be supervised at all times by an adult, with a ratio no greater than 1 adult per 15 minors. Damage sustained to the facility by the user, will be responsible for the cost of repairs incurred by MCS.
- Activities that will pose a threat to life and/or property are expressly prohibited. Illegal firearms, weapons, highly combustible materials, hazardous substances, open flames of any kind, candles, fireworks cigarettes, cigars pipes or any other smoking device and/or product, or any other potentially dangerous objects are not allowed on school property. Illegal activities may not occur on school grounds. No activities specifically listed as “Exclusions” to the school’s insurance policies, or other activities determined by the Director and/or Board of Trustees, are permitted on school grounds. All school procedures and policies will apply to all persons and/or groups on school grounds.
- The above guidelines are general, and are not to be understood as all inclusive.

Forms

A Facilities Use Permit Agreement must be completed prior to use of school property, and signed by the Director and/or Board of Trustees. In addition, a written request from groups desiring to use MCS facilities, preferably three or more weeks in advance of the desired usage, should be given to the Director and/or Board of Trustees.

The written request must contain the following information:

- A. Name of organization and address
- B. Contact person (responsible party) and contact information
- C. Description of the activity, including date/time
- D. Expected number and maximum number of participants
- E. Portion of the facility requested
- F. Proof of 501(c)(3) status.

MCS - Vending Machine Policy

Approved 06/28/2016

Moab Charter School will not use vending machines for food services.

Any request for use of vending machines at the Moab Charter School shall be submitted to the Director who shall add to the Board agenda for consideration.

MCS - Volunteers Policy

Approved 3/20/2018

Moab Charter School believes that community involvement is key to a successful school and optimal student achievement. Parents who enroll their children in Moab Charter School should do so with the understanding that their involvement is crucial to the success of their child's education and of the school. Parents/families are asked to contribute volunteer hours per school year. The Parent Council (PC) serves as the conduit for organizing committees and coordinating parental involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances.

Responsibilities and Expectations:

A "volunteer" at Moab Charter School is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration or through the PC. Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, PC executive member, or board member and shall have the approval of school administration to perform such volunteer services. Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies. Failure to do so may give rise to terminating the volunteer from service. If at any point during volunteer service the assigned school employee, PC executive member, or board member believes that there is a conflict of interest with the volunteer they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the Director. After review of relevant information, the Director will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made the volunteer will be contacted by the Director, or the Board Chair to discuss the results.

While volunteering at Moab Charter School, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. As such, when dealing with sensitive information, volunteers will be required to sign a Confidentiality Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification.

In accordance with state law, students must not be left unattended with anyone not having been fingerprinted or without a background check. Therefore, Moab Charter School will require all potential volunteers who are given significant unsupervised access to a student in connection with their volunteer assignment to submit to fingerprinting and a criminal background check as a condition of volunteer appointment.

The following volunteers will be required to be fingerprinted and have a background check prior to their volunteering their service per our background check policy:

- Any volunteer who assumes the responsibility for the supervision of a student or students for any given length of time. More specifically, this is any volunteer who may be the sole supervisor of a student or students at any given time, such as one-on-one reading tutors, or if the teacher were required to leave the classroom for a period of time.
- Any volunteer who accompanies the class on field trips.
- Any volunteer who is involved in after-school programs.

At no time shall any volunteer be permitted to be alone in a room with a single child, even those volunteers who have been fingerprinted and had a background check. Any parent who plans to volunteer a significant amount of time at the school is highly encouraged to have the fingerprinting and background check done. Moab Charter School will designate on the school volunteer badge those who have been fingerprinted and have had a background check. The associated costs are to be paid for by the applicant; however, the PC will pay the costs for the background check for any volunteer who qualifies for the free or reduced lunch program. Information regarding fingerprinting and background checks is available at the school office and on the school website. If the background check is returned with anything other than a cleared status, the case will be reviewed by the Board to determine if the individual will be allowed to volunteer at the school.

In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school. Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

Immunity from Liability

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

Volunteer Scope of Work and Confidentiality and Property Acknowledgement

Moab Charter School recognizes that volunteers are a vital part of the success of our charter school. This Scope of Work and Confidentiality Acknowledgement outlines the work expectations and responsibilities for school volunteers, and explains the legal requirement of student confidentiality and the use of school property. Student records, employee records, Moab Charter School proprietary information and work products, as well as certain other information and property are protected by law and school policy.

The below named “Volunteer” is authorized to perform work on behalf of the school, including work with the Parent Organization. That work may include:

- Assisting teachers in classrooms
- Basic filing and routine office work
- Supervision of students at lunch and/or recess
- Assembling and moving equipment and furniture and supplies
- Assistance at school events
- Contacting Moab Charter School employees, families, and vendors about school events, policies, and other information
- Receiving cash donations or payments for fundraising sale items
- Assisting in the school library under the direction of the library staff
- Marketing activities
- Technology, internet, or network activities
- Data management or access
- Other tasks as requested by teachers or school administration.

The below named “Volunteer” acknowledges that he or she understands that he or she may have access to or become aware of confidential information that is protected by law. Volunteer agrees that he or she will not disclose: any trade secrets, enrollment lists, drawings, designs, information regarding product development, marketing plans, sales plans, manufacturing plans, operating policies or manuals, business plans, financial records, or other financial, commercial, business, or any other information relating to Moab Charter School or Moab Charter School’s parties, including students, parents, employees, and contractors, collectively referred to as Confidential Information, to any third party. Volunteer may have the use and control of Moab Charter School property, including supplies, equipment, records, use of the school facility, intellectual property, passwords, data, and any other Moab Charter School property, tangible or intangible. Volunteer agrees to surrender any and all school property upon Moab Charter School’s written or verbal request.

In Witness Whereof, _____ [Volunteer name]
has signed this acknowledgement.

Signature: _____ Date _____

