



2024-2025
Salt Lake Academy High School
Employee Handbook



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Mission

At Salt Lake Academy High School, we believe in the power of academics and athletics to maximize the potential of each individual. We are here to develop students who are lifelong learners, responsible global citizens, and champions of their own success.

Value Statement

We are a diverse community committed to using our academic and athletic programs to develop core values of respect, honesty, integrity, and hard work in the pursuit of excellence.

Vision

- We believe it is essential for secondary students to understand they are in control of their educational experiences and their paths to successful futures.
- We believe the most important factor in a secondary student's educational success is their relationships with superior teachers who empower students by providing guidance and encouragement.
- We believe teachers should be mentors who understand their student's strengths and weaknesses and who coach each student through their secondary education experience.
- We believe current technology coupled with a curriculum provides a powerful tool for individually-tailored student learning and for real-time assessment of progress to inform, encourage and guide students and their teachers.

Employee Evaluation Plan

A comprehensive procedure for evaluations can be found under policy **3005** for classified employees and **3006** for licensed and instructional staff. Employees will be summatively evaluated a minimum of once-per-year by the director. The criteria used to evaluate teachers include performance in scores on Cognia when observed by principals, feedback garnered or offered by students, colleagues, stakeholders, or supervisors, and demonstration of compliance and proficiency with tasks highlighted as year-long goals by the director as well as in specific goals identified by the employee and a principal in review meetings following observations. The principal observations are put in place to aid staff in meeting the requirements of their contracted position. Repeated deficiencies in areas identified by a principal as needing improvement may warrant early and/or added evaluations with the director.

Employee Absences

Employees shall fill out a PTO request form as early as possible when they know they are going to be unavailable for work on a contracted day. Instructional staff must also put in a substitute request on Senya for any classes they will miss. Senya has options for uploading instructions and lesson plans directly in their portal, which employees are encouraged to do. However, whether those instructions are sent or not, employees *must* print seating charts and lesson plans (or instructions about how to access content for students) and leave them on their desk—accessible to a substitute teacher or any SLAHS staff whose assistance in covering the class may be needed.

If an emergency arises, teachers should contact Tim Dawson, Cheryl DeHeck, and Sam Gibbs as soon as they know they will not be able to come into work. In emergencies, the secretary and building administrators will assist in procuring coverage, attendance rolls, and updating PTO records. However, relying on the front desk to get substitutes prepared is not acceptable when instructors know they will be absent well in advance of the needed coverage.



The director may refuse the request for PTO during any blackout dates determined annually and included in the employee manual, or if there are extenuating circumstances regarding the staffing of the building on the date of the request. As a general rule, employees must expect to work in the final and beginning days of school academic quarters, as well as the first and final weeks of school.

The director has the authority to permit PTO during blackout periods due to extenuating or emergency circumstances.

Personal/sick days will be recorded in school logs.

- Unused personal/sick days accrue from year to year.
- Employees may request their current PTO balance from the administrator who oversees this log at any time, and will receive an updated balance at the beginning of each contract year.
- If an employee uses more PTO than allotted, the hourly wage for the time absent will be deducted from the remaining hours to be worked on the contract, and deducted evenly from any remaining monthly paychecks.

Paid Time Off-Catastrophic Leave Bank

In alignment with House Bill 192 of Utah's 2024 Legislative Session, Salt Lake Academy has created a sick leave bank for catastrophic needs of faculty and staff, effective July 1, 2024. Each employee may donate 1 or more PTO days or hourly equivalent once per year by completing the PTO Catastrophic Leave Donation Form. Once leave has been donated, all rights and ownership of the leave hours leave the individual employee and is retained by Salt Lake Academy. All donated days do not expire and carry-over indefinitely to the next year. New leave can accrue each year from new donations by staff. Leave from the bank may be assigned or distributed by the executive director or designee as he or she sees fit. Employees should not solicit donations for personal needs nor campaign for opportunities to be awarded additional days from the bank. Employees facing a catastrophic health need (such as cancer, heart attack, severe car accident or other events as adjudicated by the executive director or designee, may apply in writing for additional PTO from the bank at any time. Traditional medical leave (such as maternity leave, scheduled surgery, travel, or similar items do not qualify as catastrophic leave. All other PTO policies and regulation remain in effect. FMLA or other programs may be requested or applied in conjunction with or prior to awarding leave from the bank.

Compensation and Benefits

Accrued Teachers' Salary/ Health Insurance:

The portion of any teachers' salaries and health insurance paid for a school year that extends into the next fiscal year (e.g., a twelve-month salary schedule from September 1 to August 31 of the following year) should be accrued at the end of the fiscal year for which services were rendered.

Health Insurance:

Salt Lake Academy High School will provide benefits such as health, dental, and vision insurance for their employees. The amount of premium that will be paid by Salt Lake Academy High School towards employees, their spouse and dependents will be evaluated each year to ensure the school remains competitive with other local school districts in the area.

Retirement:

Employees will be given the opportunity to participate in a 401K. The amount put into an employee's 401K by Salt Lake Academy High School will be evaluated each year to insure the school remains competitive with other local school districts in the area. There is no tenure required to be vested in a 401K at Salt Lake Academy High School. Once funds are transferred into an employee's 401K they belong to the employee and no penalty will be assessed by the school if the employee or Salt Lake Academy High School chooses to terminate their employment.

Salary



Salary for employees at Salt Lake Academy High School will be evaluated each year to ensure the school remains competitive with other local school districts in the area. To receive a salary adjustment an employee must receive a 3 or a 4 in employee evaluation for the previous year that the salary adjustment would take place.

See policies **3005 & 3006 - Evaluation ...** for specifics.

Educator salary adjustments appropriated by the legislature will comply with all laws associated with Policy R277-110.

PTO

PTO days will be given to employees at the start of their twelve- (12-) month contract.

Employees whose start date falls after the start date the contract for their position typically begins may receive a prorated deduction in total days for the year based on the portion of days their contract has been reduced for their first year on payroll.

Paid, personal leave may not be approved if requested during blackout dates set by the director.

Further details regarding PTO will be found in policy **3101 - Sick and Paid Leave**.

Extra Duties

Classroom Teacher Responsibilities

Length of Day

Teachers are required to report for school at least thirty minutes before the beginning of school and remain at least thirty minutes after school (8:00 am – 4:00 pm). In this time period before and after school, teachers are encouraged to plan their work, make themselves available to students, contact parents, etc. Teachers who arrive late or leave early, unless approved by the director, will be subject to rehabilitating processes outlined in policies 3003, 3005, 3006, and 3007 regarding employee placement, evaluations, and probationary actions.

Licensure and Certification of Teaching Staff

All educators employed by Salt Lake Academy High School must have either a current educator license, be actively enrolled in a state-approved alternative licensure program, or have appropriate authorizations to teach. It is the responsibility of educators to keep their education credentials up-to-date and provide a current copy of all licenses and endorsements for their employee file.

Mailboxes and Email Accounts

Each teacher/staff member is assigned a mailbox in the main office. Please check your mailbox each morning. Announcements, notices, and assignments will be issued through this system. A significant amount of our communication will be through email, and teachers & staff are requested to maintain their school account and be regularly aware of its contents. Email accounts are set up and maintained by our technology provider.

Maintenance of Room

Classrooms and offices should be kept clean and orderly. Teachers and staff members should strive to make the rooms as pleasant as possible. Some guidelines include:

- Do not use masking tape or other kinds of tape on painted walls.
- Do not drive nails into the wall.
- Chairs, tables and desks should be straightened each day. Have students pick up all the paper from the floor.



- Teachers will report any maintenance or computer problems to appropriate personnel (or to the principal in emergencies).

Teachers are responsible to vacuum their classrooms, place trash cans close to the door inside the classroom, and generally clean their rooms each day after school. Custodians will not be cleaning classrooms daily, but will empty the trash cans.

Parental Consent Forms

Certain school activities require that a parent or guardian sign a consent form in order for students to participate. Signed forms will also be necessary for units that will be taught on sensitive topics. Most often, this will only apply to health classes. See the administration if you believe you have a unit or activity that needs a consent form to be signed.

Parent-Teacher Conferences (PTC)

Because we want to encourage parents to have a high level of involvement with their students at Salt Lake Academy High School, we hold parent-teacher conferences. On the days of the conferences, students will not have school in order to allow you as a teacher to prepare. Staff attendance and provision of student grades, performance, and other relevant data to legal guardians is mandatory. Be positive about the students and praise their positive performance and improvement.

Purchasing Supplies and Materials

Procurement of materials or classroom supplies must go through the processes outlined in fiscal training offered to teachers. Do not purchase materials on your own and expect reimbursement without prior approval. Speak with the director or our financial staff if you have questions about purchasing processes.

Accommodations (IEP, 504, MLL, MTSS, RTI, etc.)

Teachers of students who are protected by IEPs, MLL accommodations, 504s, need to be aware of their needs and familiar with tools to provide accommodations that address said needs. The MTSS and RTI philosophy at Salt Lake Academy emphasizes that students *all* benefit from an actively engaged staff who provide diverse opportunities through which students are able to learn and demonstrate learning. Therefore, accommodations and alternative learning chances should be made available as a general practice. Additionally, we are legally, federally bound to provide accommodations as specified to students who are protected by 504s and IEPs. An IEP outlines the student's specific needs and accommodations for testing, instruction, one-on-one help, etc.

The SPED department facilitates the creation of IEPs alongside the student, their parents, the school counselor, and the student's other teachers as well. The department also assists parents, staff, and students, in ensuring staff are aware of the needs students may have and how we can best approach those needs pedagogically to comply with the law and benefit the student's learning opportunities most. Teachers are required to attend IEP meetings for students in their classes. Once an IEP is created, the Special Ed teacher or the counselor will meet with teachers to review the needs and plans of students served by special education who are taught by the teacher.

Instructors are legally responsible for accommodating students who have IEPs based on the content of their IEP and training given by the SPED Director. Accommodations must be provided and students must receive support as they continue to progress through their educational plan. Failure to do so will bring serious legal consequences to the school and to the individual teacher.

Legal Requirement to Accommodate SPED and 504 Students

Utah State Law requires public schools and licensed educators to provide accommodations for students that are determined necessary by the SLAHS SPED team and 504 director. These services are critical to student success and all employees will be held accountable to provide such services, and in fact, are legally liable if they fail to do so. It is important that teachers understand that either refusal to provide such services or failing to do so cannot be tolerated.



Supervision of Students

Teachers/staff are responsible for any students assigned to the teacher/staff member's classroom/area. Excepting emergencies or situations specifically negotiated with and documented by the principal, the following guidelines are required of teachers/staff:

- Teachers/staff should NEVER leave students unsupervised outside of the lobbies/restrooms.
- Except for office aides with official business, students should not enter the main office or the faculty room without specific permission.
- Students should not be allowed to leave the classroom unless they have specific business elsewhere and have a hall pass.
- Students under the age of 18 may not check themselves out of a class. If a student is required to check-out, office staff will call the classroom using the intercom or a notice signed by a staff member will be sent to teachers by the main office.
- Any employee, upon encountering a student who is not in an appropriate area, or is unsupervised, or does not have an appropriate pass, should direct the student to move to an appropriate/supervised area or back to class.
- Employees should never be alone in the building with any student.
- Employees should not be alone with a student in any room that does not have a window allowing observation from outside the room, an opened door, or another staff member outside the door.
- Teachers should not allow students to be in their class unless they are registered for that class. Exceptions are granted if permission is received from the class in which the student is registered.

Grievances and Complaints

Procedures for and information regarding general formal complaints, complaints covered by Title IX, and complaints covered by Title VI, can be found in [policies 6110, 6120, and 6130](#), respectively.

Becky Hogan is the Complaint Officer at SLAHS, if further clarification is needed, please discuss potential concerns with her. Sam Gibbs will be the hearing officer of cases brought to investigation through the Complaint Officer and a complainant. Should anyone need to file a complaint about the Complaint or Hearing Officers, the statement shall be submitted to any other administrator at the school. Retaliation against complainants is strictly prohibited.

The form for a general complaint is found under policy **6140 - Formal Complaint and Form**.

The form for a Title IX-specific complaint is found under policy **6121- Title IX Complaint Form**.

The form for a Title VI-specific complaint is found under policy **6131- Title VI Complaint Form**.

Dress Code

Employees shall adhere to the following general guidelines for attire in the workplace:

- Tank tops, low necklines, or bottoms slitted above the knee are not acceptable workwear for employees.
- Dress trousers, jeans, and similar pants or capri-pants are acceptable if in good condition.
- Skirts and dresses are appropriate if they surpass the length of your middle finger when hands are fully extended at your side.

Employees are encouraged to dress in SLAHS attire, business casual clothing, and/or present themselves in clothing befitting a professional and mentor for the students under our care. When an employee's responsibilities require them to wear activity-specific clothing, such as teaching PE or coaching a sport, attire suited for the activity is acceptable, so long as employees maintain an appearance in compliance with the general guidelines of this section of the handbook.



Principals or the director must authorize any exceptions to the dress code.

In addition to the above guidelines specific to staff, employees shall also remember to remain compliant with the student dress code, outlined as:

Salt Lake Academy High School emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for school work. School personnel may prohibit the following types or styles of clothing at school or school activities:

- fails to provide coverage of the undergarments, buttocks, genitals, and chest with a fabric that is not see-through;
- bare or stocking feet;
- clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures;
- clothing attachments or accessories which could be considered weapons; clothing that promotes or advertises an activity or substance a student cannot engage in on school property or legally possess or use (i.e., tobacco, alcohol, illegal drugs, pornography); and
- any clothing or apparel that conveys a specific, particularized message (e.g. political buttons, religious jewelry, or apparel, etc.) that school personnel can prove has caused or imminently will cause material disruption of classwork, or substantial interference with the work of the school or invasion of the rights of others may be prohibited.

Data Privacy and Security

Definitions:

Access - Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.

Authorization - Having the express or implied consent or permission of the owner, or of the person authorized by the owner to give consent or permission to access a computer, computer system, or computer network in a manner not exceeding the consent or permission.

Confidential - Data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it not be available to others without the owner's or custodian's permission.

Encryption or encrypted data – The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.

Personally Identifiable Information (PII) - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered Protected data

Sensitive data - Data that contains personally identifiable information.

System level – Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

Training

Salt Lake Academy High School, led by the Director of Operations, shall ensure that all employees having access to sensitive information undergo annual security training which emphasizes their personal responsibility for protecting student and employee information. Training resources will be provided to all Salt Lake Academy High School employees.

Salt Lake Academy High School, led by the director, shall ensure that all students are informed of Cyber Security Awareness.



Computer Security

Salt Lake Academy High School employees shall ensure that any user's computer must not be left unattended and unlocked, especially when logged into sensitive systems or data including student or employee information. Password-protected settings for screensavers should be used to enforce this requirement.

Network Security

Network perimeter controls will be implemented to regulate traffic moving between trusted internal resources and external, untrusted (Internet) entities.

Wireless Networks

No wireless access point shall be installed on Salt Lake Academy High School's computer network that does not conform with current network standards as defined by the Network Manager.

Access Control

System and application access will be granted based upon the least amount of access to data and programs required by the user in accordance with a business need-to-have requirement.

Authentication

Salt Lake Academy High School shall enforce strong password management for employees, students, and contractors.

Password Creation: All server system-level passwords must conform to guidelines created by the IT provider.

Password Protection: Passwords must not be shared with anyone. All passwords are to be treated as sensitive, Confidential information. Some suggestions to help secure passwords would be:

Do not reveal a password on questionnaires or security forms.

Do not hint at the format of a password (for example, "my family name").

Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Authorization

Salt Lake Academy High School shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Salt Lake Academy High School shall also ensure that user access should be granted and/or terminated in a timely manner.

Malicious Software

Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware. Salt Lake Academy High School shall install, distribute, and maintain spyware and virus protection software on all appropriate Salt Lake Academy High School owned equipment. In addition, the school will ensure that malicious software protection will include frequent update downloads. Salt Lake Academy High School shall ensure that all security-relevant software patches are applied within a timely manner.

Internet Content Filtering

In accordance with Federal and State Law, Salt Lake Academy High School shall filter internet traffic for content defined in law that is deemed harmful to minors. Salt Lake Academy High School acknowledges that technology based filters are not always effective at eliminating harmful content and due to this will use a combination of technological means and supervisory means to protect students from harmful online content.



Students shall be supervised when accessing the internet and using Salt Lake Academy High School owned devices on school property. When students take devices home, Salt Lake Academy High School will rely on parents to provide the supervision necessary to fully protect students from accessing harmful online content.

Data Privacy

Salt Lake Academy High School considers the protection of the data it collects on students, employees and their families to be of the utmost importance and will protect student data in compliance with the Family Educational Rights and Privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ("FERPA"), the Government Records and Management Act U.C.A. §62G-2 ("GRAMA"), U.C.A. §53A-1-1401 et seq, 15 U.S. Code §§ 6501–6506 ("COPPA") and Utah Administrative Code R277-487 ("Student Data Protection Act").

Salt Lake Academy High School shall ensure that employee records access shall be limited to only those individuals who have specific access requirements necessary to perform their jobs. Employee Disciplinary Actions shall be in accordance with applicable laws, regulations

and Salt Lake Academy High School policies. Any employee found to be in violation may be subject to disciplinary action up to and including termination of employment with Salt Lake Academy High School. Parents will be notified if there is a breach in student data privacy due to a security breach.

FERPA

Salt Lake Academy High School personnel, partners, or agents are prohibited from conducting any inquiry or activity in which the purpose or evident intended effect is to cause a student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:

- political affiliations or political philosophies;
- mental or psychological problems;
- sexual behavior, orientation, or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of individuals with whom the student or family member has close family relationships;
- religious affiliations or beliefs;
- legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and income, except as required by law (the Federal lunch program and fee waivers are two exceptions).

This policy does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected against disclosure under this section.

Prior Written Consent Exception

Exceptions to prohibited inquiries require prior written consent of the student's parent. Consent is valid only if a parent has been first given written notice, including:

- That a copy of questions to be asked of the student is available at the school, and
- a reasonable opportunity to obtain written information concerning:
 - records or information that may be examined or requested;
 - means by which the records or information shall be reviewed;
 - means by which the information is to be obtained;
 - purposes for which the records or information are needed; entities or persons who will have access to the personally identifiable information; and
 - method by which a parent can grant permission to access or examine the personally identifiable information.



Notice must be given at least two weeks before information protected under this policy is sought. A parent or guardian may waive the two week minimum notification period. Unless otherwise agreed to by a student's parent and the person requesting written consent, the authorization is valid only for the specific activity for which it was granted. A written withdrawal of authorization submitted to the school director by the authorizing parent terminates the authorization. A general consent used to approve admission to school or involvement in special education, remedial education, or a school activity does not constitute written consent under this policy.

Notification Exceptions

The two week parent notification requirement for seeking written parental approval is waived if a school employee or agent;

- reasonably believes the situation to be an emergency, or
- must report under the Child Abuse or Neglect Reporting Requirements, or
 - it is then the responsibility of DCFS to notify the student's parents of any possible investigation, prior to the student's return home from school.
- is responding to an order of a court, disclosure to a parent or legal guardian.

If school personnel believes a student is at-risk of attempting suicide, physical self harm, or harming others, the personnel may intervene and ask a student questions regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of:

- referring the student to appropriate prevention services; and
- informing the student's parent
- youth suicide prevention, intervention, or post-intervention

Student Education Records Management

Parents/guardians have the right to inspect and review all of their student's education records maintained by Salt Lake Academy High School. If the education records of a student contain information on more than one student, the parent/guardian may inspect and review or be informed of only the specific information about their student.

Salt Lake Academy High School shall grant a request made by a parent/guardian for access to the education records of their child within a reasonable period of time, but in no case more than forty-five (45) days after the request has been made. Parents/guardians may challenge and request Salt Lake Academy High School to amend any portion of their student's education record that is inaccurate, misleading or in violation of the privacy rights of the student.

- Salt Lake Academy High School shall consider the request and decide whether to amend the records within a reasonable amount of time. If Salt Lake Academy High School decides not to amend the record as requested, it shall inform the parent/guardian of its decision and of their right to a hearing.
- Upon request of a parent or guardian, Salt Lake Academy High School shall provide an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- Such hearing shall be informal and shall be conducted by an administrator or board member who does not have a direct interest in the outcome of the hearing. If, as result of the hearing, Salt Lake Academy High School decides that the challenged information is inaccurate or misleading, the record should be amended accordingly and the parent/guardian informed in writing.
- If, as result of the hearing, SLAHS decides that the challenged information is not inaccurate or misleading, Salt Lake Academy High School shall inform the parent/guardian of their right to place a statement in the record, commenting on the challenged information in the record, or stating why they disagree with the decision. Any such document must remain with the contested part of the record for as long as the record is maintained, and shall be disclosed whenever the portion of the record to which the statement relates is disclosed.



Salt Lake Academy High School may not disclose information from education records without prior parental consent, except as provided by law. Such exceptions include, but are not limited to:

- school officials who have a legitimate educational interest;
- other schools that have requested the records and in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- individuals who have obtained court orders or subpoenas;
- individuals who need to know in cases of health and safety emergencies;
- officials in the juvenile justice system;
- a State agency or organization that is legally responsible for the care and protection of the student;
- the Immigration and Naturalization Service (INS) for foreign students attending school under a visa; or
- the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes; organizations conducting studies for, or on behalf of Salt Lake Academy High School, or postsecondary institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction if done under the terms of a written agreement meeting the conditions of 34 CFR 99.35 and approved by the Executive Director.
- authorized representatives of the Secretary of Education or State or local education authorities to conduct an audit evaluation, or enforcement or compliance activity of Federal- or State-supported education programs if done under the terms of a written agreement meeting the conditions of 34 CFR 99.35 and approved by the principal or director of Salt Lake Academy High School.
- authorized representatives of the Comptroller General of the U.S. or the Attorney General of the U.S. to conduct an audit evaluation, or enforcement or compliance activity of Federal- or State-supported education programs if done under the terms of a written agreement meeting the conditions of 34 CFR 99.35 and approved by the Utah State Board of Education.

Salt Lake Academy High School may disclose directory information for appropriate reasons if it has given parents annual notice of their right to request that their student's directory information not be released by the Salt Lake Academy High School.

The following information relating to students has been declared directory information:

- name, address, and telephone number;
- date and place of birth;
- major field of study;
- parent's email address;
- participation in officially recognized activities;
- dates of attendance;
- degrees and awards received;
- most recent previous education agency or institution attended; and photograph.

Appropriate reasons for disclosure of directory information would include, but is not limited to; newspapers and other communications for awards, posting in the building of awards, student directories, military recruiters, higher education institutions, etc. Salt Lake Academy High School shall not release directory information to any individual or organization for commercial use. Salt Lake Academy High School shall give full rights to student education records to either parent (or guardian), unless the school has been provided with evidence that there is a court order or legally binding instrument relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Employee Training and Responsibilities

Salt Lake Academy High School personnel shall receive training on this policy on a regular and as needed basis. Salt Lake Academy High School personnel responsible to supervise volunteers shall provide instruction to volunteers regarding student education records requirements. All education employees and volunteers shall become familiar with Federal and



State law regarding the confidentiality of student information and student records. All education employees, and volunteers have a responsibility to protect confidential student information and may access records only as necessary for their assignment(s) and shall:

- maintain student records in a secure and appropriate place;
- follow procedures for maintaining confidentiality of electronic records; and
- not share, disclose, or disseminate passwords for electronic maintenance of student records.

Violations of these procedures may result in disciplinary action.

Complaint Procedure

Parents who believe their rights have been violated may contact the school's administration or file a complaint as outlined in this policy with:

Family Policy Compliance Office (FPCO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(800) 872-5327

Constitutional Freedoms

Modern Supreme Court decisions have made it clear that the right to free speech and expression can sometimes be subordinated to achieve legitimate educational goals. (See discussions of *Hazelwood School District v. Kuhlmeier* and *Bethel School District v. Fraser*.) While students and teachers do not "shed their constitutional rights to freedom of speech or expression at the schoolhouse gate" (*Tinker v. Des Moines*), speech is not quite as free inside educational institutions as outside.

Salt Lake Academy High School commits to providing educational services and a learning environment that does not limit or deny participation in constitutionally protected activities and expression. Consistent with the provisions of the First Amendment, Salt Lake Academy High School and its employees, while engaged in official duties, do not sponsor any religious activity or expression, do not discourage or preclude religious expression that is privately initiated, do not influence or deter student political opinions, do not proscribe or remove written materials because of partisan or doctrinal disapproval, and do not discourage wearing clothing that is within school dress code, consistent with this policy and regulation.

To ensure clarity in application of Salt Lake Academy's constitutional freedoms policy, the following guidelines have been developed and implemented.

Religious Expression

Students are permitted to engage in religious expression during non-instructional time and while not engaged in school activities. However, the exercise of constitutional rights of religious expression may not be engaged in when the expression disrupts educational activities or school-sponsored activities. The decision to participate or not participate in religious expression is a matter of individual choice. No student will harass or intimidate other students to participate or refrain from participating in religious expression.

Freedom of Speech

Students are encouraged to express their opinions in a manner that does not substantially disrupt school activities or invade the rights of others.



Waiver of Participation

Salt Lake Academy High School students or parents may request a waiver of participation in any portion of the curriculum seen as an infringement upon a right of conscience or the exercise of religious freedom. The infringement must violate a superior duty, which is more than personal preference. Parents' wishes prevail over those of a minor student. The requesting student or parent must request the waiver in writing and must suggest an alternative assignment or activity that meets the objective of the curriculum that is objectionable. If the waiver request does not include an alternative assignment or activity, or an acceptable alternative assignment or activity, administration will determine the alternative assignment.

Appeals procedure for constitutional freedoms

A student, parent, or teacher with a concern about denial of constitutional freedoms has the right to appeal by following the process outlined below:

Level 1: A student or parent with a concern may discuss it with the teacher, counselor, the school's Complaint Officer, or the SLA Director to resolve the issue.

Level 2: If the concern is not resolved at Level 1, it may be formalized by filing a written complaint within three weeks of the event on a Compliance Violation Form. Refer to policy and procedure 6110 - Formal Complaints to continue in this process.

Informing parents, students, staff, and community of constitutional freedoms

SLA will review their policy regarding constitutional freedoms each year and include it in our Parent/Student handbook, post it at SLA's website, and maintain a copy, available for public review, in the SLA's administration office.

Training on and amending constitutional freedoms policies

SLA Staff will be trained yearly to ensure that students' constitutional freedoms are maintained. The school director and the Constitutional Freedoms Compliance Officer (Title IX Coordinator) will review the policies ensuring that constitutional freedoms are maintained each year and will make alterations in their procedures to correct repeated offenses.

Emergency Preparedness

Emergency Response Plan

SLA has an emergency preparedness plan which is not released to the public for safety reasons. The school's Safety Officer will train staff annually in procedures for potential emergencies.

Weather/Emergency Closures

Salt Lake Academy High School will remain open, if possible, on all scheduled school days. On occasion, severe weather or road conditions may force school closures or delays in opening.

Parental Discretion Concerning the Safety of Students

Sometimes localized weather and road conditions differ substantially across the Wasatch front. Should parents or guardians feel that their localized conditions are unsafe, they should exercise their discretion in keeping their children home, even if Salt Lake Academy High School is not closing for the day. Such a decision will be supported by the school.



School Closures

The principal/director (or designee) may also decide that Salt Lake Academy High School will close (independent of any other district).

Any individual student whose resident school or school district closes for weather/road conditions will be excused from attendance at Salt Lake Academy High School for the day – even if Salt Lake Academy High School remains open.

Notification of Closures and Media Announcements

In the event of school closure or adjusted schedule, Salt Lake Academy High School will notify parents and staff via text, or automated phone call. Parents should also listen to designated radio/ television stations for school closure. All announcements regarding closures are for one day only.

School telephones need to be open for emergencies; therefore, parents are asked not to call the school on closure days unless other methods of obtaining information have failed. If there is no media announcement, students and parents should assume the school is open.

Make-up Days

The Utah State Office of Education requires a minimum of 180 instructional days of school. Days lost because of extreme weather/road conditions will be made up first during teacher professional development days and then by adding days to the end of the school year.

Procedures for Child Abuse and Neglect Reporting

Definitions

Child Abuse: any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect: the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being.

Reporting

Any employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief that a student has been or maybe subjected to abuse or neglect, the employee shall report the information immediately upon receiving the information shall immediately notify law enforcement agencies, or DCFS. The school employee must also notify the director and school counselor of the neglect or abuse. Such a report to the director or counselor does not satisfy the employee's personal duty to report to law enforcement or DCFS. Any school employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

Cooperation with DCFS and Law Enforcement

All Salt Lake Academy High School employees will cooperate with law enforcement and DCFS investigators who come into the school, including:

- allowing authorized representatives to interview children consistent with DCFS and local law enforcement protocols;
- allowing appropriate access to student records;
- making no contact with parents/legal guardians of children being questioned by DCFS or local law enforcement; and



- cooperating with ongoing investigations and maintaining appropriate confidentiality.

If the allegations of abuse or neglect are towards an employee at Salt Lake Academy High School they may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Training

Salt Lake Academy High School will annually provide employee training, which will include current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

Bullying, Cyber-Bullying, Harassment, and Hazing

These behaviors, further defined and expanded upon in the policy manual, are strictly prohibited by school policy and outlawed at a federal level. Students and employees alike are protected from bullying, cyber-bullying, harassment, and hazing. Suspected or reported misconduct related to any of the above will result in investigation. Employees are mandated to report any suspicion of related behavior from or toward colleagues and/or students. Retaliation from a reported party toward the reporter is strictly prohibited.

Policy **4110 - Bullying, Cyber-Bullying, Harassment, and Hazing** is found in the master [policy manual](#). The form to fill out when a report on this topic is warranted is found under **Policy 6132** in the same document.

SLAHS Policies and Procedures

All employees are required to abide by and enforce all the [policies and procedures](#) of Salt Lake Academy High School.