

# The Pinnacle Code

The School Policy Manual for Pinnacle Canyon Academy

A Public K-12 Charter School

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*This school policy manual will be updated regularly as needed  
and will be posted on the school's webpage: [www.pcaschool.com](http://www.pcaschool.com)*

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## **SECTION ONE: GOVERNANCE**

Pinnacle Canyon Academy was established in 1999 as one of the eight founding charter schools in the State of Utah. Also referred to as Pinnacle Schools, the school divides students grades K-5 in Pinnacle Canyon Academy, students grades 6-8 in Pinnacle Middle School and students grades 9-12 in Pinnacle High School. The Pinnacle Code simplifies the name issue and uses “Pinnacle” to describe the school.

### **G1. SCHOOL MISSION STATEMENT**

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With the central focus on supporting students and their families, in August 2020 Pinnacle adopted the theme: *Pinnacle--We are Family*. Pinnacle’s mission statement continues to emphasize that theme: *“Pinnacle Family—Paving the Panther PATH. P = Pride, A = Achievement, T = Technology, H = Heart.”* (Board approved 5/2020)

### **G2. PINNACLE’S GOALS**

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School goals will be reviewed and revised as necessary.

1. Pinnacle will make our students producers not consumers and teaching/modeling that the technology devices are tools, not toys.
2. Pinnacle will develop more efficient vertical teaming with clearly defined roles and more productive meetings.
3. Pinnacle will foster student responsibility by increasing accountability, helping students to plan ahead and teaching students basic life skills.
4. Pinnacle will reduce incidents of bullying and disrespect and will promote character education instruction.
5. Pinnacle will coordinate communication staff wide at least monthly.
6. Pinnacle will increase grade level reading and math skills by 20%.

### **G3. PINNACLE BOARD OF DIRECTORS**

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The Pinnacle Board of Directors is a five to seven member, policy-making board that works closely with onsite school administration in deciding and implementing policy while supporting administration in the operation of the school.

A Pinnacle Board of Directors Member will be a responsible, committed parent, or member of the community who will commit to serve on the school board for a two-year term (with an option to continue serving on the board beyond the initial two-year term). Board members will work closely with school administration, teachers, staff and parents in maintaining the credibility and viability of Pinnacle. Board members will make decisions on school policies, finance/budget issues, strategic and long-term planning for the future, personnel issues as needed and any other pertinent issues.

The Board of Directors will consist of a majority of parent board members although the last two members could optimally be external community leaders. Board members attend board meetings held at least quarterly and other meetings as necessary. Board members shall exhibit good judgment with regards to making objective decisions regarding policy, budgets and personnel as well as maintaining confidentiality with regards to privileged information. Business experience and financial knowledge would be an advantage to the board members, but is not required. Anyone interested in applying to the school board shall contact the school office. Board nominations will be made by current members from the Board of Directors and those nominations will go to a parental vote at the earliest possible time when current board members’ terms are coming up for replacement or recommitment. If the number of applications is the same number or less than the number of openings,

then the board may vote to approve the applicant to become a board member without a parental vote. A letter from Utah's Attorney General's Office, dated October 14, 2005, and signed by John McCallister, stated that a charter school's board members cannot also be an employee or teacher of the same school.

**Voting:** In order for the board to take action (vote) on an item, a quorum of  $\frac{3}{4}$  of the board must be present. All board members have voting privileges; however, the Board President will only vote in the event of a tie. During Executive Session meetings, the board president and secretary will have voting rights where staff members are not present.

**Removal of a Board Member:** In some instances, a conflict of interest, unethical behavior, or consistent counterproductive behavior may necessitate the removal of a board member from the Board of Directors. The following strategies may be used to remove troublesome board members:

**Personal Intervention.** A one-on-one intervention by the Board President or the Chief Administrative Officer can be scheduled to meet informally with the board member in question. This meeting shall attempt to resolve conflicts or issues and if no resolution occurs, then a request for the board member's resignation can be made.

**Impeachment.** If resolution is not possible and the board member does not resign, then an impeachment meeting may be called. Any board member may be removed at any time, with or without cause, by a two-thirds majority vote of current board members. Votes will be cast at a meeting of the board called for that specific purpose.

**Attendance.** Attendance at board meetings is **mandatory** and a board member may be immediately removed from the board if two consecutive board meetings are missed without prior notification to the Board President or the CAO.

**Term Limits.** Each board member's term shall be two years (with the exception of the CAO who will serve continually), with the option of staying on the board longer. The secretary to the board is a volunteer position whose term will be reviewed annually.

**Leave of Absence.** This allowance would make it possible for a board member to take a leave of absence from the board if they have health, work or other reasons why they cannot participate fully during their current term. A replacement board member will be recruited and/or appointed to finish the board member's term. Reapplication for board membership will be addressed by the Board President and the CAO and considered on a case-by-case basis.

**Replacing the Chief Administrative Officer.** When the need to replace CAO arises, the Board of Directors will form a search committee to draft a list of the current job responsibilities and requirements needed for the applicants. The Board of Directors will open the application process in house and to the public. The Board of Directors will work closely with the current CAO in compiling a comprehensive listing of job responsibilities and qualifications needed. Ideally, the time frame to complete this replacement process would be two to three months. A majority vote of the Board of Directors would be needed to offer the chosen applicant the CAO contract. The CAO's contract would be for the duration of one year consistent with other contract positions.

**School Community Councils and Charter Trust Land Councils:** The board of directors will serve as the Trustlands Community Council. (Board Approved 6/2021)

#### **G4. ADMINISTRATION, TEACHERS AND STAFF**

The administration of Pinnacle constitutes two branches, the school Board of Directors and onsite administrators. All current Pinnacle teachers will be highly qualified licensed teachers or be on an approved progress plan through the Utah State Board of Education's options for licensure. They will plan lessons, organize their classrooms and endeavor to teach the state's core curriculum to their students while maintaining consistent discipline and modeling the positive principles of character education in their classrooms. In order for Pinnacle to best meet the needs of our students, several other support staff (secretarial/office staff, lunch workers, janitorial, paraprofessionals, social workers, and other staff as needed) are necessary in order to meet the school's goals.



## **SECTION TWO: SCHOOL POLICIES**

### **S1. DISCIPLINE PHILOSOPHY AND POLICY**

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Discipline means to teach. Rather than punishment, discipline shall be a positive way of helping and guiding children to achieve self-control. An effective discipline program requires three vital educational functions which are maintenance of order, development of internal control and promotion of prosocial behavior.

Self-development is most effective if the person is committed, rather than just complying. Commitment comes through internal motivation. Internal motivation is fostered in a positive learning environment where people feel they will not be harmed, where they are given choices that encourage ownership and empowerment, where self-evaluation and self-correction are dominant in people learning that appropriate, responsible behavior is in their own best interests.

#### **Discipline Procedures**

- When addressing inappropriate behavior, students will describe what the specific undesirable behavior is, the reason the behavior is undesirable, and what shall be done to change the behavior.
- When a staff member is addressing an inappropriate behavior, they will use a respectful tone of voice that does not increase in pitch, tone or volume, and be in close proximity to the child. Voices are valuable teaching tools; they shall convey respect and help children to feel safe and reassured.
- To develop their sense of autonomy and initiative, students need to experience the positive feelings that come from making choices. Students will be encouraged to offer solutions and to help determine the consequences for their inappropriate behavior. Students will be taught to take responsibility for their own actions.
- When the need arises for the student to have a cooling down period to calm down and reflect, the student will be allowed to regain power of control and choice in an area established by the teachers for this purpose. This area shall not be used as a punishment.
- School personnel will immediately address any physically dangerous and/or persistently inappropriate behavior. Examples include, but are not limited to, endangering one's personal body, hurting others, bullying, or destroying property.
- Staff will be trained in discipline procedures. Staff will also be reviewed periodically for compliance, their ability to implement discipline procedures and how frequently they use the procedures.
- Staff will follow Utah laws concerning discipline and will not discipline using toileting, food, or sleep as a consequence for any behavior.
- Teaching self-discipline is not a simple process. We must first establish a relationship with students, be clear and consistent, and keep parents informed of their child's behavior. Parents will be called and informed if their child is experiencing problems with self-control or inappropriate behavior. Parents will be asked to offer solutions that have been successful at home for curbing inappropriate behavior and parents will be actively involved in the successful integration of self-control skills

### **S2. STUDENT CODE OF CONDUCT**

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Pinnacle has developed a Code of Conduct for our school and students. Please refer to The Student Code of Conduct (**APPENDIX A**).

### **S3. ELEMENTARY DRESS CODE (Grades K-5)**

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The school's Uniform Policy was deleted as of May 2017 per Board approval. Elementary students will follow the new student dress code noted below.



We rely on Pinnacle parents/guardians to require that their students leave home each morning dressed appropriately. Pinnacle administration, teachers and staff will strictly enforce the dress code policy throughout the day. Parents will be contacted if the student's problem with the dress code cannot be addressed at school. Any questions regarding the dress code can be directed to your child's teacher or to School Administration.

**CLOTHING:** Clothing shall be modest in nature, covering the body as is appropriate in a school setting. Absolutely no clothing will be allowed that advertises drugs, alcohol or tobacco products. Students and staff shall wear clothing that conforms to school appropriate standards. Each teacher in the elementary may have rules concerning the clothing allowed in their classroom, i.e., the wearing of hats or hoodies, etc. Each teacher will submit their classroom rules and obtain approval from the Elementary Principal before posting the rules for their classroom.

**SHOES:** Elementary students must wear closed-toe shoes to school. Flip flops and sports slides are NOT allowed.

**HYGIENE:** Students shall practice good hygiene when they come to school by showering daily, wearing appropriate deodorant and wearing clean clothes. Students that are dirty, emit strong bodily odors, or wear dirty clothes will be sent to the office where parents will be contacted.

#### S4. **SECONDARY DRESS CODE (Grades 6-12)**

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We rely on Pinnacle parents/guardians to require that their students leave home each morning dressed appropriately. Pinnacle administration, teachers and staff will strictly enforce the dress code policy throughout the day. Parents will be contacted if the student's problem with the dress code cannot be addressed at school. Any questions regarding the dress code can be directed to your child's teacher or to School Administration.

**CLOTHING:** Clothing shall be modest in nature, covering the body as is appropriate in a school setting. Absolutely no clothing will be allowed that advertises drugs, alcohol or tobacco products. Students and staff shall wear clothing that conforms to school appropriate standards.

**SHOES:** Flip flops are NOT allowed. Open-toed shoes are acceptable if they have a back and a strap. Sports slides with socks are acceptable.

**HYGIENE:** Students shall practice good hygiene when they come to school by showering daily, wearing appropriate deodorant and wearing clean clothes. Students that are dirty, emit strong bodily odors, or wear dirty clothes will be sent to the office where parents will be contacted.

#### S5. **COMMUNICATION WITH STUDENTS/PARENTS**

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Pinnacle will communicate with our students and parents. Meetings will be held as needed. Parents are strongly encouraged to attend all parent meetings, regularly check the school webpage for calendar events and updates, and maintain an accurate phone number and other contact information on file in the school offices to ensure that they receive the regular automated phone calls.

Parents may contact teachers by email or on the phone. Phone calls to teachers should be limited to before 8:00 a.m. or after 3:00 p.m. in order to minimize disrupting classroom instruction. Teachers will promptly respond to parent emails and telephone messages, usually within 24 hours. If a parent has problems or concerns regarding their child's education, they shall first address those issues with the child's teacher(s). If the parent is not satisfied with the teacher's response, they should reference the **Student Code of Conduct (Appendix A)** for the grievance procedure. An appointment can then be made with the administration to resolve the issues. Appointments can be made with individual teachers before or after school hours or with administration during the day when possible.

## S6. STUDENT ATTENDANCE POLICY

According to the Utah Compulsory Attendance Laws (53A-11-101) every school age child must be in school until age 18 or graduation. Under this law, parents or guardians are obliged to enforce compulsory school attendance. In fact, it is a misdemeanor if a parent fails to have their child in regular attendance. Such laws are intended to facilitate development of skills and knowledge necessary for students to learn to function in a modern democratic society through attending school regularly. The Utah State Board of Education also views on-time attendance as a critical element for student success. When students miss school, they miss out. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Consistent, on-time attendance is a life skill required for successful employment in the future as well as helping maintain consistent and dependable relationships. Increasing an optimal learning environment that fosters these lifelong habits of accountability and reliability begins with consistent attendance in school. Pinnacle is committed to support parents, students and school personnel in making decisions that lead to 95% on time attendance by every student.

School personnel will schedule school activities so as to not disrupt consistent, on-time school attendance. Teachers shall release students from class on time and not interfere with the on-time attendance of students in other teachers' classes.

Parents shall excuse students for valid reasons identified by the Pinnacle Board of Directors which include illness, medical appointments, family emergencies, death of family member or close friend, and family activity or travel consistent with the board and school policy.

A clearly defined process for absence and tardy review is in place. Documentation of absences will be coded as follows:

CODE	MEANING	CODE	MEANING
.	Present	M	Half day morning
/	½	N	Half day afternoon
-	Virtual Learner (hyphen)	O	Observation and Assessment
A	School Activity	P	Parent Phone Call to excuse student
C	Concurrent Enrollment at USU Eastern	S	Sluff
D	Detention	T	Tardy reflects being up to 20 minutes late for class. Code will then revert to a "U".
E	Excused by Parent and/or Guardian written note (not to exceed three consecutive days), Doctor's excuse or other note for excused circumstance (death, family emergency, etc.) is required for every day beyond the three day parent excuse.	U	No legitimate excuse submitted
G	Group	X	Counseling Department
H	Homebound	Z	Suspension – disciplinary action
I	In-school suspension – disciplinary action		

Students are expected to:

- Attend class daily and on time.
- Provide Pinnacle with adequate explanation and appropriate proof of reason for an absence within 24 hours.
- Verbal communication from parent or guardian on the day of the absence is required to excuse in case of illness or family emergency. **If such communication cannot be made, a written excuse signed by parent or guardian must accompany the student when he/she returns to school.**
- A verbal or written request from the parent or guardian that is approved by a Pinnacle administrator or designee in advance will excuse the student. Such advance requests will allow the student time to secure assignments. Only under exceptional circumstances, however, will midterm or final examinations be given earlier.
- Obtain makeup assignments from teachers after an excused absence and to complete this work in the same number of days as absent, plus one. The teacher, in extenuating circumstances, may grant additional time.

Occasionally, a student must be absent from school for reasons that are acceptable to the school as well as the court. Please follow the above steps informing the school every time your child is absent explaining the reason. The school and the court require a statement from a doctor regarding extended absences for illness. Appointments with doctors shall be arranged after school hours whenever possible.

Pinnacle has clearly defined the following effective interventions for excessive absenteeism or tardiness. Attendance is monitored daily by both the elementary and secondary secretaries. Once a student reaches five unexcused absences, the secretaries call the parents/guardians to inform them about their child's attendance. If the child approaches ten absences, a formal attendance letter is mailed home. If absences continue, a student services meeting is called with administration, counseling department and parents to create an attendance plan for the student. The Counseling Department advocate monitors the excessive absences and tardies for secondary students and coordinates with the Secondary Principal for families that continue to have excessive absences and tardies. The elementary secretary coordinates with the Elementary Principal regarding elementary students with excessive absences. If an elementary student has more than 20 absences, a truancy referral is sent to the Juvenile Court. (Board approved 5/2020)

**Truancy Prevention** (Board Approved 6/2021)

Pinnacle administration will meet regularly to review truancy and chronic absenteeism data among Pinnacle's student population. Students at risk for chronic absenteeism and truancy will be targeted for specific interventions including: increased communication with parent/guardians and students, letters home reminding parents and students of current attendance percentages compared to an average student, and coordination with local agencies as needed. Pinnacle administration will promote 95% attendance policies annually at Back to School Night, Parent Teacher Conferences and other parent/guardian events to increase attendance awareness among our families and students.

**S7. PARENT RESPONSIBILITIES**

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Pinnacle requires each parent to sign an educational compact at the beginning of the school year signaling their agreement to be involved in their child's education. This compact requires that each child comes ready to learn and that parents need to do their part in helping their children succeed.

Please contact your child's teacher for ideas about how you can volunteer in the classroom and at home. Parents can volunteer by helping in the library, classroom, school grounds, and as homeroom parents.

It is the parents' responsibility to support the school and their child(ren) by utilizing the school website, checking the SIS system for grades, and complying with homework, attendance, and all other policies. For additional information, see **APPENDIX E** Title I Parental Involvement Policy and **APPENDIX E** for the Parent/School Educational Compact.

**S8. VALUABLES/ELECTRONIC EQUIPMENT**

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Students shall not bring any valuables to school. **Pinnacle relies on parents/guardians in enforcing this rule.** The school is **NOT** responsible for lost or stolen items. Elementary students may not have electronic devices. All devices must be checked into their teacher or in the office for the day. Personal cell phones and other electronic communication devices are allowed in the Secondary school but shall be put on silent from 8:00 a.m. to 3:00 p.m. These devices may only be used before and after school and during lunch. Secondary students will be educated by their teachers as to the appropriate use of electronics in the classroom.

## S9. VOLUNTEERING

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All volunteers need to first check in at the school office, get a volunteer name badge and sign the **Volunteer Contract (Appendix AA)** outlining confidentiality and school policies. Office personnel can answer questions regarding where the bathrooms are lunch schedules, procedures, etc. Teachers will direct volunteers where they can leave their personal items and where their help is needed. A parent who volunteers at the school may purchase a school lunch, which must be paid for and ordered no later than 8:30 a.m. of the day they volunteer.

## S10. SCHOOL BREAKFAST/LUNCH

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Pinnacle has been approved to participate in Community Eligibility Provision (CEP) Beginning SY 2022-2023 through SY 2025-2026, breakfast and lunch will be available to all children who attend at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. CEP reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

For the school years where Pinnacle is not participating under CEP, the policy is as follows:

School breakfast and lunch prices change yearly. Current student prices are \$2.00 for breakfast and \$3.00 for lunch. Adult prices are \$2.00 for breakfast and \$4.00 for lunch. Reduced prices are \$0.30 for breakfast and \$0.40 for lunch.

### **School Food Charge Policy**

Effective starting 2015-2016 school year, students at Pinnacle may charge for school lunch, up to five meals per child, in the school year. All charges are to be granted in emergency cases only. If a family's lunch balance exceeds \$100, parents/guardians will be sent to collections after three contact attempts have been made. Parents/guardians are responsible to keep school lunch balances current. Middle and high school students will be denied lunch after the fifth charged meal. If applicable, it is recommended that parents/guardians fill out Free/Reduced Application forms annually ([www.school lunchapp.com](http://www.school lunchapp.com)). In order to keep school lunch balances current, **Parents/Guardians are responsible to create an account and check students' balances on [www.myschoolbucks.com](http://www.myschoolbucks.com)** using their students' lunch number. Through this system, reminders can be sent through email. Notices will be given verbally and low/negative balances are printed daily. All balances are due at the end of the school year, upon transfer, &/or graduation.

Pinnacle adheres to the state guidelines and policies for Free and Reduced Lunch applications  
<https://cnpweb.schools.utah.gov/cnpweb/frameManager.asp>

### **POLICY STATEMENT FOR FREE AND REDUCED-PRICE MEALS**

Utah State Board of Education  
Child Nutrition Programs  
250 East 500 South PO BOX 144200  
Salt Lake City, UT 84114-4200  
801-538-7680 · Fax 801-538-7883  
schoolnutritionprograms@schools.utah.gov  
USBE Child Nutrition Programs 4/2019

The above-named sponsor has an agreement to participate in the National School Lunch Program (NSLP), National School Breakfast Program (NSBP) and/or Special Milk Program (SMP). Program participation is recorded in CNPWeb. In accordance with 7 CFR 245.10, each Local Education Agency (LEA) participating in the NSL, SBP and/or the SMP with the free milk option must have an approved free and reduced-price policy statement on file with the Utah State Board of Education Child Nutrition Program office that accurately describes its current free and reduced-price policy. Standard counting and claiming schools accept responsibility for providing free and reduced-price meals or snacks or free milk to eligible children in the facilities under its jurisdiction, effective the current school year. This policy statement is permanent as approved.

Community Eligibility Provision Schools, Provision 2 and Provision 3 Schools (NSLP & SBP) accept responsibility for providing meals or snacks to all children at no cost in approved schools under its jurisdiction, effective with the current school year. Such schools are exempt from parts A, B, C, E, F, G and H of this agreement.

The sponsor assures the Utah State Board of Education that it will uniformly implement the following policy to determine children's eligibility for free and reduced-price meals or free milk in all child nutrition programs under its jurisdiction. In fulfilling its responsibility, the sponsor:

- A. **Eligibility Official.** Agrees to designate an LEA official as an application approving official. The approving official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals or free milk. The name of the individual responsible is recorded on CNPWeb.
  - i. **Application Procedures.** Agrees to distribute to the households of enrolled children: a letter to households and an application for free and reduced-price meals or free milk. These items are to be distributed at the beginning of each year. LEAs will ensure there are no barriers for participation in our Programs for Limited English Proficient (LEP) families and that State agencies and LEAs are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes. Application materials will be made available in languages applicable to the school population. The LEA will follow the current USDA FNS guidance and policy in determining free and reduced-price meal eligibility. Applications may be completed at any time during the year. Any household enrolling a child for the first time, at any time during the year, shall be supplied with such documents.
  - ii. **Direct Certification.** The LEA will directly certify students in the CNPWeb Direct Certification module complying with the process established by the state Child Nutrition Programs.
  - iii. **Foster Child.** A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children and an explanation that including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits;
  - iv. **Categorically Eligible.** Households with children who are categorically eligible under Other Source Categorically Eligible Programs shall contact the school for assistance in receiving benefits and indicate the source of their status on the application.
  - v. **Free Meals or Milk.** Agrees to serve meals, snacks, or milk free to children from families who receive SNAP, TANF, FDPIR, Homeless, Migrant, Foster, Runaway, or whose income is at or below the current year Income Eligibility Guidelines for free meals or milk.
  - vi. **Reduced-Price Meals or Snacks.** Agrees to serve meals or snacks at a reduced price to children from families whose income falls between the free meal scale and the maximum percent of the current year Income Eligibility Guidelines.

- vii. **Transfer Students.** If a child transfers from one facility to another under the jurisdiction of the same sponsor, his/her eligibility for a free or reduced-price meal or snack or free milk will be transferred to and honored by the receiving facility.
  - viii. **Notification.** All children from an eligible household will receive the same benefits. Within ten working days of the receipt of application, parents or guardians will be notified individually of the acceptance or denial of their application [7 CFR 245.6(c)(6)(i)].
  - ix. **Denied Application.** When an application is denied, households will be provided written notification of the reason for denial and the hearing procedure.
  - x. **Effective Eligibility.** Children will be served free or reduced-price meals or snacks or free milk immediately upon the establishment of their eligibility.
- B. **Meal Charges.** Agrees that the maximum reduced price charged to eligible students shall not exceed 40 cents for a lunch, 30 cents for a breakfast, 15 cents for a snack for private schools, and no charge for snacks for public schools.
- i. Agrees to establish a procedure to collect money from children who pay for their meals, snacks or milk and to account for the number of free, reduced-price, and full-price meals or snacks and free and full-price milk served. Parents will create an account to check and pay balances at [www.myschoolbucks.com](http://www.myschoolbucks.com) for all school food charges. If parents choose to pay at the school, CASH ONLY payments will be taken with no change given. Pinnacle recommends that all parents/guardians complete the Free & Reduced Application yearly. Parents are responsible to check student balances on [www.myschoolbucks.com](http://www.myschoolbucks.com) using their student's lunch number. Through this system, balance notices are sent via email and verbal notices via phone calls. All outstanding balances are due at the end of the school year, upon transfer and/or graduation. Students at Pinnacle Canyon Academy may charge for school lunch, up to five meals, per child, during the school year. All charges are to be granted in emergency cases only. If a balance exceeds five charged meals, parents could be sent to collections. (Board Approved 6/2021)
  - ii. The LEA annually provides written notification of the meal charge policy.
- C. **Overt Identification.** The LEA ensures procedures prevent overt identification of children receiving free or reduced-price meals, afterschool snacks or free milk. LEAs selling competitive foods during a meal service in the cafeteria prevents overt identification of children receiving free and reduced-price meals or free.
- i. The LEA has taken to prevent disclosure of confidential free and reduced-price eligibility information as required under 7 CFR 245.6(f-k).
- D. **Non-discrimination.** Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal, snack or milk. The names of the children eligible to receive free or reduced-price meals or snacks or free milk will not be published, posted, or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced-price meals or snacks or free milk shall not be required to: work for their meals, snacks or milk, use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, consume meals, snacks or milk at a different time, or consume a meal, snack or milk different from the one sold to children paying the full price.
- i. The LEA/Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to 2000d-6) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Department of Justice (28 CFR Parts 42 & 50), the Civil Rights Restoration Act of 1987, Enforcement of Title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.),

Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 (45 CFR Part 91), the Americans with Disabilities Act (28 CFR Part 35, Title II, Subtitle A), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability, be excluded from participation in, or be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received federal financial assistance from the department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

- ii. The LEA ensures the current USDA Nondiscrimination statement is used on all materials informing the public about USDA Food and Nutrition Service Child Nutrition Programs.
- E. **Verification.** The LEA ensures to follow program regulations and correct verification type as noted on CNPWeb. The the verification pool will reflect all current year approved free and reduced-price meal applications as of October 1. The LEA will complete all verification activities by November 15 each year as specified in 7 CFR 245.6(a).
- F. **Recordkeeping and Reporting.** Agrees to verify in accordance with program regulations and maintain records as follows: (1) a summary of the verification efforts; (2) the total number of applications on file; and (3) the number of applications verified. Information will be reported in CNPWeb and reviewed as part of the Administrative Review.
- G. **Fair Hearing Procedures.** The LEA agrees to establish and use a fair hearing procedure for households' appeals of the decision on an application. A record of all such appeals and challenges and their dispositions shall be retained. The LEA agrees to designate an LEA official as a hearing official. The hearing official will follow applicable procedures for fair hearings. The hearings official cannot be the same person as the application approving official.
- i. Name or Position Title of the Hearing Official:
  - ii. The household may request a conference with an appropriate LEA or school food service official prior to a formal hearing.
  - iii. 10-Calendar Day Advance Notice Period. When a household appeals a reduction or termination of benefits within the 10-calendar day advance notice period, the LEA must continue to provide the benefits for which the child was originally approved, until a final determination is made. The LEA may continue to claim reimbursement at the original level during this period.
    - When a household does not request an appeal during the 10-calendar day advance notice period, benefits must be reduced or terminated no later than 10 operating days after the notice period. If the hearing official rules that the child's benefits must be reduced, the actual reduction or termination of benefits must take place no later than 10 operating days after the hearing official's decision.
  - iv. The hearing procedures outlined in 7 CFR 245.7 provide the household and LEA:
    - A simple, publicly announced method to make an verbal or written request for a hearing;
    - An opportunity to be assisted or represented by an attorney or other person;
    - An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal;
    - An opportunity to present verbal or documentary evidence and arguments supporting a position without undue interference; and
    - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - v. The hearing must be held with reasonable promptness and convenience, and adequate notice

shall be given as to the time and place of the hearing;

- vi. The hearing must be conducted, and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference;
- vii. The decision of the hearing official shall be based on the verbal and documentary evidence presented at the hearing and made a part of the hearing record;
- viii. The parties concerned and any designated representative shall be notified in writing of the decision of the hearing official;
- ix. A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any verbal testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the parties concerned of the decision of the hearing official; and
- x. The written record of each hearing shall be preserved for a period of three years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

H. **Program Materials.** The state office will complete a state-wide public media release for all currently approved NSLP sponsors. Sponsors approved after the state-wide public media release will notify the public through public media release to the local media, unemployment offices and major employers contemplating large layoffs in the attendance area of its schools. A copy of the media release is available on CNPWeb School Meal Programs offline forms. The LEA will use the USDA Food and Nutrition Service, USBE Child Nutrition Program templates or ensure all required for the:

- Media Release for Free and Reduced-Price Meals or Milk;
- Letter to Households;
- Application for Free and Reduced-Price Meals;
- Notice to households of approval or denial of benefits;
- Notice to households of selection for verification;
- Notice to households of adverse action; and
- Notice of eligibility, based on direct certification.

I. **Amendments.** The policy statement becomes a part of the permanent agreement and must be amended with the LEA making a substantive change to its free and reduced-price policy. Amendments must be submitted to the state office by October 15 each year. The amendments must be approved by the State agency prior to implementation. The amendments must reflect changes made by the LEA (e.g., changes in collection procedures, designation of new approving or hearing officials, changes in procedures for accepting applications, revisions in the letter to households or application for free and reduced-price meals or free milk).

## S11. LIBRARY FEES/OVERDUE BOOKS

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Pinnacle is honored to have the Cameron Robinson Memorial Library at our elementary school. We endeavor to stock our library not only with books that support our curriculum and provide research opportunities to our students, but also with books that encourage leisure reading as well. Any materials checked out from the school library shall be carefully taken care of and returned when due. Students at Pinnacle are allowed to check out one book at a time (two at a time for secondary students). Students with overdue books will not be allowed to check out another book until the initial book is returned. If a book is lost or damaged, the student is required to pay the replacement cost of the book as determined by the school librarian. All books must be turned in by the first week of May each year and fees paid before the school year is over. Pinnacle will teach students to respect and care for the books in our library and will encourage all parents to reinforce this principle at home.



## S12. CHARACTER EDUCATION

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Pinnacle believes in educating the whole child. Character Education is integrated throughout the day within the assigned curriculum, not detracting from teaching the core curriculum, but enhancing it. Teachers and staff will model those strong principles of good character that we want to instill in our students. Character education is consistently incorporated from Kindergarten through grade 12 through the Community of Caring program. Caring, respect, responsibility, trust and family are the five pillars of the program.

## S13. HOMEWORK

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Daily homework is an extension of Pinnacle's commitment to the education of each student. Homework will be evaluated thoroughly and consistently, returned promptly and integrated with current assignments. In general, homework will not be assigned on long weekends or holidays. Homework assignments for absent students can be accessed through the teacher online learning platforms. Absent students have three days to complete assignments from the days they missed. Students with extended absences will need to meet with their teachers to develop a homework plan to get them current with their assignments. Students who are suspended will be required to complete the assignments they miss as well as additional assignments as deemed by the Secondary teaching staff and administration.

## S14. EARLY RELEASE DAYS

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Pinnacle Schools releases school at 11:30 am. every Friday of the month to provide Pinnacle staff with training and planning time.

## S15. ATHLETIC PROGRAMS/POLICY

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The following sports are offered in middle school: cross country, volleyball, basketball, golf and track. High school sports include: volleyball, cross country, baseball, basketball, weightlifting, golf and track. Tryouts will be held for each team sport as noted on the school calendar and will adhere to all UHSAA and CVA (Castle Valley Association) policies. The pay to play fee will be \$50 per high school sport and \$25 per middle school sport. See section **S17 Registration and Other School Fees** for updated fee schedule. Students and parents must adhere to the Pinnacle Athletic Policy found in **APPENDIX K**. (Board Approved 8/2022)

## S16. FUNDRAISING

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Per Pinnacle's charter, students will not be involved in fundraising for the school. School-driven fundraisers raise money to support the H.O.P.E. project that funds internships, supplies, textbooks and as well as college courses for high school students.

## S17. REGISTRATION AND OTHER SCHOOL FEES

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The Board can change fees without prior notice. These amounts are based on My School Bucks (fees included), however, there is a cash ONLY discount. Pinnacle will accept cash payments. All check and credit card payments must be done using My School Bucks at <https://www.myschoolbucks.com> (Board Approved 8/2022)

ITEM	Amount (Cash ONLY discount)	Amount (if paid on My School Bucks)
Graduation Fee	\$100	\$104.25
F1 Foreign Exchange Student Fees	n/a	\$6,900 + I20 Fee \$150
Middle School Sports Fee (per sport)	\$25	\$26.24
High School Sports Fee (per sport)	\$50	\$52.48
Drivers Education Fee	\$150	\$157.42
Food and Nutrition	Breakfast \$2/day	Lunch \$3/day
OTHER PURCHASES: (i.e. yearbooks, school apparel and optional class purchases) may also be available throughout the year		

### S18. SIS SYSTEM/STUDENT COMPUTER USAGE

Pinnacle is committed to providing students and staff with access to technology and resources that provide the most effective educational experiences possible. Pinnacle firmly believes that the valuable information and interactions available through computer network communications is fundamental to these experiences and far outweigh the small percentage of materials that are not consistent with educational goals. As global communication tools become available, it is imperative that individual users understand the benefits and responsibilities of accessing a growing collection of resources. Although Pinnacle has taken precautions to restrict access to controversial materials, it is impossible on a global network to control all access.

The **Appropriate Use Policy** (found in **APPENDIX D**) provides details regarding the appropriate and inappropriate use of Pinnacle's computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the school computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the school computers. Users are ultimately responsible for their actions in accessing and using Pinnacle computers and computer networks. Users of Pinnacle's computers are expected to review and understand the guidelines and procedures in this document. Before any student will be given access Pinnacle's computer resources, the student must present the "Acceptable Use Agreement" (AUA) form, properly signed by a parent or guardian, which AUA acknowledges that Pinnacle is not responsible for unauthorized or improper access or use of Pinnacle's Computer Network Communications services.

### S19. OUT-OF-SCHOOL PROGRAMS (R277-715)

Beginning in the Fall 2015, Pinnacle provides a free, after school program for all students. Students will be fed dinner and can ride the activity bus home each night. Parents shall contact the school offices to receive the required paperwork for afterschool program participation.

The Pinnacle P.A.T.H. Afterschool Programs (elementary and secondary) will adhere to the Out-of-School Time Program Standards (R277-715-1) to establish standards for high quality out-of-school time programs including before school, after school, and during the summer. Pinnacle will complete the Utah After-school Program Quality Assessment and Improvement Tool developed by a statewide multi-agency stakeholder group, and administered by the Utah After-school Network to determine if the program is meeting the standards. Pinnacle will collect attendance of those students who participate in the out-of-school programs. Pinnacle will adhere to all safety standards including training and policies. Pinnacle will have a consistent and responsive behavior management plan. Pinnacle's program will communicate and collaborate with the school and community and will foster family involvement to support program goals. Pinnacle's program will engage participants in learning activities that promote critical thinking, creative thinking, and that build on the individual's interests and strengths;

aligns academic support and interventions to the school-day curricula to address student learning needs; and offers a variety of life skill activities and needs-based support to promote leadership skills, personal growth, and responsible behaviors toward self and others. Administration will establish a plan for effectively managing the program.

## **S20. COMMUNITY USE OF FACILITIES**

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Community members may use the school's facilities. A master calendar will be kept and the school-sponsored activities will be meshed with the community requested activities. School-sponsored activities will take precedence over any community requested use of the facility. A small charge will be requested of community groups to cover the janitorial costs associated with the use of the facility and community groups are required to have their own risk insurance in order to use Pinnacle's facilities.

## **S21. NEW FAMILY ORIENTATION**

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All new families will be offered a yearly orientation. The orientation will include information on volunteer opportunities and school culture.

## **S22. DROP OFF/PICK UP POLICY**

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Supervision of students begins one half-hour before school start time. Students who are not picked up by 20 minutes after the end of the school day will be sent to the afterschool program.

## **S23. STUDENT MEDICAL TREATMENT POLICY**

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See Pinnacle's **Student Medical Treatment Policy** in **APPENDIX J.**

## **S24. WELLNESS POLICY**

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See Pinnacle's **Wellness Policy** in **APPENDIX L.**

## **S25. ACADEMIC INTEGRITY POLICY**

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Integrity can be defined as doing the right thing regardless of the circumstance. At Pinnacle, we emphasize the importance of developing good character as a Community of Caring school and believe personal behavior shall reflect those core beliefs. This is especially true when it comes to academic honesty. Academic dishonesty includes plagiarism (taking credit for someone else's words or ideas without giving credit for those ideas) through cutting and pasting or copying directly from the Internet, copying out of a book or representing someone's work as your own. Additionally, cheating on exams, assignments, or projects, providing answers to another student, turning in someone else's work and representing it as your own or doing someone else's work for them are considered academically dishonest behavior. The majority of the work submitted needs to be the student's own writing with no more than 20% of the material used directly quoted from another source. Students found to be academically dishonest will have the following consequences:

### **FIRST OFFENSE**

- Receive a zero for the assignment/exam/project
- Loss of citizenship points noted in the citizenship log for the class
- Student's parent/guardian will be notified of the offense

## SECOND AND SUBSEQUENT OFFENSES

- Receive a zero for the assignment/exam/project
- Loss of citizenship points noted in the citizenship log for the class
- A discipline referral will be completed and sent to administration
- If necessary, schedule a meeting with students and parents
- Administration may determine that further action is required

## S26. GRADUATION AND CREDIT ACCEPTANCE POLICY

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Pinnacle graduation credit requirements for senior high school students are in accordance with Utah Rule R277-700, the Elementary and Secondary School Core Curriculum (**see Appendix X**). Credits toward high school graduation are granted on the basis that a unit of credit or a fraction thereof, that is given upon satisfactory completion of a course or learning experience in compliance with state course standards. Credits may also be earned by: 1) demonstrated proficiency; 2) demonstrated mastery of approved courses outside of the school day or year; 3) concurrent enrollment in approved post-secondary training institutions; or 4) demonstrated mastery of approved correspondence or extension courses (pre-approved by the school administration). **Graduation Credits** per required subjects in grades 9-12 can be reviewed online at the USOE website at <https://www.schools.utah.gov/curr/graduationrequirements?mid=1014&tid=2>, with physical education increasing to two credits and other credits as required for electives.

### **State of Utah Grades 9-12 Core Curriculum Credits from courses approved by the Board, as specified:**

<https://www.schools.utah.gov/curr/graduationrequirements?mid=1014&tid=2>

- **English/Language Arts** (4 Credits)
- **Mathematics** (3 Credits): Successful completion of Secondary Mathematics I, II, and III or higher. Parents may request that students replace Secondary III with a course from the Applied or Advanced approved course list. Students who successfully complete Calculus have met graduation requirements regardless of the number of credits they have taken.
- **Science** (3 Credits): 2 Credits (from the four science foundation areas; Earth Systems, Biological Science, Chemistry, AP Computer Science, or Physics). 1 Credit (from the foundation courses or the applied or advanced science core list).
- **Social Studies** (3 Credits): 1 Credit (United States History), 0.5 Credit (Geography), 0.5 Credit (Civilization), 0.5 Credit (United States Government and Citizenship) and 0.5 Credit (Local Education Agency (LEA) Discretion)
- **Directed Coursework** (3.5 Credits): 1.5 Credit (Fine Arts), 1 Credit (Career and Technical Education (CTE)), 0.5 Credit (Digital Studies), 0.5 General Financial Literacy
- **Physical Education Health** (2 Credits): 0.5 Credit (Health), 0.5 Credit (Participation Skills), 0.5 Credit (Fitness for Life), 0.5 Credit (Individualized Lifetime Activities), Optional: 0.5 Credit Maximum (Team Sport/Athletic Participation\*).  
\* Can be used in place of Participation Skills or Individualized Lifetime Activities only.
- **Required Electives** (5.5 Credits)
- **Total Credit Hours** (24)

(Board approved 8/2022)

### **College Course Enrollment (Board approved 4/2023)**

Qualified Pinnacle students in **10th, 11th and 12th grade** can be eligible to take college enrollment classes at Utah State University Eastern. Approved classes will be determined at the discretion of administration. Students must maintain passing grades in ALL high school courses throughout the semester they are enrolled in concurrent enrollment at USUE. No exceptions will be made to this policy. Students who take concurrent enrollment classes are required to earn a "C-" or better or the student and/or parent(s) are required to reimburse Pinnacle Canyon Academy for the FULL cost of the class. Students may enroll in Concurrent Enrollment courses as described by Utah Code 53A-15-101. Higher education courses in the public schools demonstrate cooperation between public and higher education. Credit will be issued for the courses as approved by USBE. Students will earn one high school credit per three semester credit college or university course. When a student takes a college course at USU Eastern, the college credit (.33 credits per college credit hour) is transferred to their high school transcript with

college credits rounded up to the nearest .25 credit to ensure compatibility with the high school credit system which is based on quarter (.25) credits. For example, a three credit college course is equal to one high school credit. Credit for college courses are added to a student's high school transcript. When looking at the high school transcript, students and parents must recognize that college course credit has greater weight for grades due to the credit conversion.

### **Course Mastery**

Students will be assessed at the end of courses according to the classroom mastery grading and the state of Utah's standardized, state-mandated testing guidelines.

### **Student Mastery and Assessment of Core Curriculum Standards and Objectives**

Students who do not attain mastery of skills as assessed by state-mandated standardized assessments will be given the opportunity for remediation. Students who are two or more years below grade level in reading may be required to take a reading intervention course.

### **Diplomas**

Students must earn 24 credits to graduate. These credits must be earned in classes that meet the requirements and standards set by the Utah State Board of Education and the Pinnacle Board of Directors.

### **Acceptance of Transfer Credits**

Credits of students who transfer to Pinnacle during grades 9-12 will be reviewed when the student is admitted to Pinnacle. Credits will be accepted as outlined in Utah Code 53A-13-108.5. Acceptance of credits and grades awarded by accredited schools.

1. a. A public school shall accept credits and grades awarded to a student by a school accredited or approved by the State Board of Education or accredited or recognized by the Northwest Association of Accredited Schools as issued by the school, without alterations.  
b. Credits awarded for a core curriculum course shall be applied to fulfilling core curriculum requirements.
2. Subsection (1) applies to credits awarded to a student who:
  - a. transfers to a public school; or
  - b. enrolled in the public school, takes courses offered by another public or private school.
3. Subsection (1) applies to:
  - a. traditional classes in which an instructor is present in the classroom and the student is required to attend the class for a particular length of time;
  - b. open entry/open exit classes in which the student has the flexibility to begin or end study at any time, progress through course material at his own pace, and demonstrate competency when knowledge and skills have been mastered
  - c. courses offered over the Internet (*must be pre-approved by Pinnacle administration*); or
  - d. distance learning courses (*must be pre-approved by Pinnacle administration*).

If a student is lacking the credits necessary to be admitted to a grade level, a student may be retained in the current grade level for an additional year. Students may make up lost credits through any of the means listed above, or by attending Summer School and pay any associated fees. Students who transfer without passing grades from an accredited school into Pinnacle in the middle of a quarter will be required to make up all the work for the entire quarter to earn the .25 quarter credit.

Pinnacle graduates may wear any religious and/or cultural attire to graduation.

## **S27. SECONDARY POLICIES**

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### **Lockers**

Hall lockers will be issued to each student in grades 9-12. Each student is required to have their own lock. The lock may be either combination or key lock. The school office must either have the combination or an extra key to the lock. Students may use school lockers in which to keep their books and outside clothing. It is very important to keep these lockers locked at all times and students shall not give combinations to friends or acquaintances. If a student loses anything from the lockers, they are responsible, not Pinnacle. The student must pay for any lost school property. Do not leave money, watches, jewelry, or other valuable property in the lockers. Obscenities in the form of pictures or writing or any type of defacement are prohibited, including a prohibition on stickers. Lockers are the property of the school and may be inspected at any time. Students will sign locker agreement forms as lockers are checked out to them. If lockers are searched, every effort will be made to have the student present.

**Textbook and Novel Policy**

Textbooks will be assigned to students by their teachers. At the end of the year, textbooks that are not turned in will be charged to the student they were issued to. It is the student’s responsibility to keep the textbooks in the same condition it was checked out to them in. When a textbook is issued to a student, each book will have an individually identifiable number and students will write their names in ink inside the front cover of the textbook and note any damage to the textbook. If a student withdraws from a class or leaves the school, it is the teacher’s responsibility to ask for the book back. If a book is not returned, it shall be noted on the student’s check out form, so that the student may be charged for the book.

**Fees and Fines Policy**

Students who owe fees, fines, and book charges will not be issued a yearbook until all charges are cleared. Students shall keep all receipts received when paying for school related fees.

**Office Assistants/Teaching Assistants**

Students can only be registered as a student teaching assistant if the student has a 3.0 or higher GPA and has no U’s on their citizenship grade.

**Attendance Policy (see also S6. Student Attendance Policy)**

Secondary students will adhere to the Attendance Policy per section S6.

**Homework Policy (see also S13. Student Homework Policy)**

Secondary students will adhere to the Homework Policy per section S13.

**Grading Policy**

Student academic and character education performance will be evaluated in a consistent manner at biannual SEOP Conferences, quarterly report cards, Utah state-mandated standardized testing during the end of the year testing window. In grades 6-12, high honor roll (3.75 GPA and higher) and honor roll (3.5-3.74 GPA) will be published quarterly. An academic grade shall reflect the teacher’s objective assessment of a student’s academic achievement. Therefore, academic grades shall not be issued to maintain order in a classroom, nor shall a student’s behavior be included as a negative factor in calculating academic grades. Student Responsibilities: Each student has the right to know the grading criteria for each class, show evidence of academic progress and make every effort to improve performance if notified of unsatisfactory performance. Student Rights: Each student has the right to receive a teacher’s grading criteria at the beginning of each year or semester courses, receive from teacher’s reasonable notification when it is apparent unsatisfactory academic work is being performed and to realize that all levels at Pinnacle conform to the state secondary standards and state elementary approval standards.

The secondary grading scale is as follows (Board approved 8/2022)

A	4.0	93% - 100%	B	3.00	83 - 86%	C	2.00	73 - 76%
A-	3.67	90 - 92%	B-	2.67	80 - 82%	C-	1.67	70 - 72%
B+	3.33	87 - 89%	C+	2.33	77 - 79%	F	0	Below 70%

Parents of students who are failing for either academic or citizenship reasons shall receive contact from teachers at midterm. Administration shall also be notified of failing students. Personal contact shall take place in situations involving necessary graduation credit for seniors. These contacts are a means of notifying parents of the problem and will, hopefully, be a means by which the student's performance will improve. No student shall receive a failing grade or citizenship [U] unless parents have been notified.

**Citizenship Policy**

Pinnacle strives to help its students become productive and responsible citizens of society. Students are expected to behave appropriately in school. At graduation, students may not have any U's on their citizenship transcript from grades 9-12. Each quarter, students will begin with 100 citizenship points. Points will be added or deducted as follow:

+10	Being consistently prepared	-5	Excessive talking
+10	Showing courtesy/manners	-6	Unexcused absences
+10	Extraordinary participation	-10	Code of Conduct infraction
+10	True good character	-10	Swearing
-3	Tardy	-10	Rudeness/Meanness/Disrespect

Grades 6-12 use the following citizenship standards for points awarded:

H	HONORS	110 +
S	SATISFACTORY	80 - 109
N	NEEDS IMPROVEMENT	60 - 79
U	UNSATISFACTORY	59 or below

Students may make up citizenship marks N and U. Students must assume the responsibility of making up low citizenship marks. Citizenship makeup can only be accomplished through students working after school helping the custodians. Low marks will be worked off at the following rate: U = 3 hours service and N = 2 hours service.

**Discipline Policy (See S1. Discipline Philosophy and Policy)**

**Secondary Dress Code (See S4. Secondary Dress Code)**

**S28. ELEMENTARY POLICIES**

Student academic and character education performance will be evaluated in a consistent manner and will be reported to parents. An academic grade shall reflect the teacher's objective assessment of a student's academic achievement. Therefore, academic grades shall not be issued to maintain order in a classroom, nor shall a student's behavior be included as a negative factor in calculating academic grades. Student Responsibilities: Each student has the right to know the grading criteria for each class, show evidence of academic progress and make every effort to improve performance if notified of unsatisfactory performance. Student Rights: Each student has the right to receive a teacher's grading criteria at the beginning of each year or semester courses, receive from teacher's reasonable notification when it is apparent unsatisfactory academic work is being performed and to realize that all levels at Pinnacle conform to the state secondary standards and state elementary approval standards.

The grading scale for Kindergarten, first and second grades is as follows:

K-2 GRADING SCALE		
4	90 - 100%	Above Level
3	75 - 89%	On Level
2	60 - 74%	Below Level
1	0 - 59%	Well Below Level

3-5 GRADING SCALE								
A	4.0	93% - 100%	B	3.00	83 - 86%	C	2.00	73 - 76%
A-	3.67	90 - 92%	B-	2.67	80 - 82%	C-	1.67	70 - 72%
B+	3.33	87 - 89%	C+	2.33	77 - 79%	F	0	Below 70%

Parents of students who are failing for either academic or citizenship reasons shall receive contact from teachers at midterm. Administration shall also be notified of failing students. Personal contact shall take place in situations involving necessary graduation credit for seniors. These contacts are a means of notifying parents of the problem and will, hopefully, be a means by which the student's performance will improve. No student shall receive a failing grade or U grade for citizenship unless parents have been notified.

**Citizenship Policy**

Pinnacle strives to help its students become productive and responsible citizens of society. Students are expected to behave appropriately in school. Citizenship grades for the elementary are as follows:

H	HONORS
S	SATISFACTORY
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY

**S29. COMPLAINT PROCEDURE**

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On the school webpage (found at [www.pcaschool.com](http://www.pcaschool.com)) parents, teachers and students can submit a complaint. This complaint will be directed to the President of the Board of Directors and to the Chief Administrative Officer for review. Any civil rights complaints can follow the procedure listed in **APPENDIX T: COMPLAINT PROCEDURE**.

**S30. TRAUMA SENSITIVE SCHOOLS**

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Pinnacle is a trauma sensitive school. Trauma sensitive schools are grounded in a set of core principles that inform everyday school operations. These core principles align with existing culture practice at Pinnacle.



- Understanding trauma and its impact. In a trauma sensitive school, all staff share a common understanding of trauma and its impact on students, families, and staff. A joint mission is created to develop learning environments that acknowledge and address trauma’s impact on school success.
- Healing happens in relationships. In a trauma sensitive school, we believe that establishing safe, authentic, and positive relationships can be corrective and restorative to survivors of trauma and can help build resilience for all. This principle encompasses relationships among and between school staff, students and families.
- Ensuring emotional and physical safety. Trauma sensitive schools are committed to establishing a safe physical and emotional learning environment where basic needs are met, safety measures are in place, and staff responses are consistent, predictable, and respectful.
- Viewing the student as a whole person. Schools invested in taking a trauma-sensitive approach understand the nature of emotional and physical health and how it interrelates with academic success and the need to view students holistically and build skills in all areas.
- Supporting students, staff and families: Trauma sensitive schools operate in a way that supports choice, control, and empowerment for students, families and staff and empowers all by building skills that enhance an individual sense of mastery.
- Creating cultural competence. Trauma sensitive schools strive for cultural competence by acknowledging and respecting diversity with the school, considering the relationship between culture, traumatic experiences, safety, healing, and resilience, and using the approaches that align with the cultural and linguistic backgrounds of students, families, and the community.
- Utilizing collaboration. In a trauma sensitive school a collaborative approach is used with students, families, and staff. This approach includes sharing information and decision making and recognizing students and families as partners.

### **S31. SUICIDE PREVENTION POLICY AND PROGRAMS (Board Approved 5/2020)**

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Pinnacle is committed to the success of all students, including those with mental health needs. If a student is in need of mental health care or is facing a mental health crisis, Pinnacle has a robust counseling department that is specifically in place in order to help assist and intervene in these types of situations. Pinnacle has part-time therapists and full-time therapists as well as family advocates that serve individuals, families and staff. All staff have received trauma informed training and suicide prevention training. All staff receive yearly training on mental health, the effects of trauma on learning, mandatory reporting, and Pinnacle’s protocol response for high risk behaviors, including self-injurious thoughts and behaviors and those at risk of harming themselves or others. All staff are trained in the steps to refer a student to the counseling department. Clinicians, advocates and social workers are trained through the counseling department and are allowed to talk with students who might harm themselves or others. Faculty and staff are trained in response and the referral process for at-risk students.

In the event that a student may be at risk of self-harm, proper steps include, but are not limited to:

- Maintaining supportive, in-person presence -- do not leave them alone
- Contact administration
- Contact Counseling Department

Administration and/or the Counseling Department will:

- Contact parents/guardians
- Contact mental health care provider(s), with parental consent
- Call 911, if needed

#### **USBE Suicide Prevention Training (Board Approved 5/2020)**

The Utah State Board of Education is committed to training and education that can help school communities build capacity for effective suicide prevention. In accordance with the Utah State Legislature's Administrative Code Title 53G-9-704: Youth Suicide Prevention Training for Employees, “A school district or charter school shall require a licensed employee to complete a minimum of two hours of professional development training on youth suicide prevention every three years.” USBE has an online suicide prevention training for educators found at: <https://www.schools.utah.gov/prevention/suicide?mid=3859&tid=5>. Successful completion of this course fulfills the two hour professional development on youth suicide training requirement in

accordance with: [R277-620: Suicide Prevention Programs](#). Once a staff member has completed the course, they can print out a copy of the training completion certificate for their records.

At the conclusion of this course, you will be able to:

- Understand the scope of the problem of youth suicide in Utah.
- Build knowledge, attitudes, and skills to help prevent suicide.
- Demonstrate an increase in knowledge and skills to recognize suicide warning signs in order to intervene with someone at risk for suicide.
- Understand the legal and ethical considerations when responding to a suicidal crisis including student privacy laws.
- Identify resources for referral and support.

Safe Schools Training is also available and administered annually to all employees.

Pinnacle will provide firearm safety materials to parents of a child who has threatened suicide.

### S32. **OPEN AND PUBLIC MEETINGS ACT** (Board Approved 5/2020)

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Pinnacle will follow all state mandates regarding the Utah Open and Public Meetings Act. Details of that act can be found here: <https://le.utah.gov/xcode/Title52/Chapter4/52-4.html>

*“The Utah Public Notice Website is dedicated to bringing greater accessibility to public notice information and increased participation by the public. It is a central source for all public notice information statewide, provided in a standardized format for publishing. It allows the public to subscribe by email to a Body to receive its notices and updates. Public notice informs members of the general public of government or government-related activities which may concern their local area, municipality, county, or state. The Open and Public Meetings Act ([Utah Code Title 52, Chapter 4](#)) mandates that notice and the agendas of public meetings be available to the public. The minutes of open meetings and public information distributed at the open meeting are public information. A state agency Body and the legislative body of a county, city, or town are required to post these materials on the Utah Public Notice Website. The audio recordings of open meetings are also public information and the audio recordings of state bodies must be available through the website, either by posting or linking. Audio recording of open meetings of the state's political subdivisions are not required to be on the website, but must be otherwise available to the public.”* <https://www.utah.gov/pmn/about.html>

### S33. **ADA COORDINATOR AND WEBSITE ADA COMPLIANCE** (Board Approved 5/2020)

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Pinnacle’s Human Resources Manager is the ADA Coordinator for the school.

#### **Americans with Disabilities (ADA) Statement**

Pinnacle is committed to making [www.pcaschool.com](http://www.pcaschool.com) compliant with the Americans with Disabilities Act (ADA). At this time we recognize that not all areas of our website are ADA compliant. People can access information about the school via email (through the email directory on our website) or by calling the school at (435) 613-8102.

### S34. **ENROLLMENT AND NUMBER OF SCHOOL DAYS** (Board Approved 6/2021)

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**ENROLLMENT OPTIONS:** As of the 2020-2021 school year, Pinnacle will participate in the two-year, state-approved, online enrollment option as well as the regular in-person enrollment for full-time students.

**DUAL ENROLLMENT OPTIONS:** A student who is exempt from compulsory public-school education for instruction in a regularly established private school or a home school, may enroll in Pinnacle and participate in a course, co-curricular activity, or program with the same eligibility standards as a full-time student. A dual enrollment student is subject to the same behavior and discipline rules and requirements of the full-time student and is subject to administrative scheduling and teacher

discretion. Pinnacle will waive a student participation fee for a dual enrollment private or home school student, if the student is eligible and the parents provide the required documentation under Utah Law. A student with disabilities may participate as a dual enrollment student consistent with Utah Law.

**STUDENT MEMBERSHIP:** Students who attend in-person are held to the 10-day rule. If the student misses 10 consecutive days of school, they will be unenrolled from Pinnacle. A certified letter will be sent to the student’s mailing address on file.

**LEARNER VALIDATED ENROLLMENT MEASURES:** Students designated as online learners must achieve level 2 mastery of all assigned work produced in 10 consecutive school days with a minimum of one contact with a licensed educator within the same 10 days. Any concerns with regards to the student, performance and communication will be coordinated with the licensed educator, secondary principal and the school’s counseling department. If within 10 consecutive school days there is no contact and no school work produced, the secondary principal and the counseling department will attempt a home visit. If no contact is made, the police will be contacted to make a well child visit and DCFS will be notified. After these attempts, a certified letter will be sent to the student’s mailing address on file that the student has been unenrolled from Pinnacle.

**S35. NUMBER OF SCHOOL DAYS** (Board Approved 6/2021)

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Pinnacle administration establishes the school calendar in the Spring prior to the next school year. Dates are entered into the SIS/ASPIRE system to ensure that the state’s required number of school days are met.

**S36. TRANSFER STUDENT CODES** (Board Approved 6/2021)

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The School Registrar enters the appropriate UTREX student transfer code into the SIS/ASPIRE SYSTEM on the date Pinnacle receives a records request from the transferring school. Pinnacle retains state-required documentation supporting the student transfer in the student’s cumulative file.

**S37. CORPORAL PUNISHMENT PROHIBITION** (Board Approved 6/2021)

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Pinnacle prohibits corporal punishment of students.

**S38. MEDICAL RECOMMENDATIONS BY SCHOOL PERSONNEL TO PARENTS** (Board Approved 6/2021)

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Pinnacle will adhere to all definitions, recommendations, exceptions and penalties regarding medical recommendations as outlined in Utah Code 53G-9-203.

**S39. SOCIAL EMOTIONAL LEARNING** (Board Approved 6/2021)

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Social Emotional Learning is designed for all students with an emphasis on healthy lifestyle choices, conflict resolution, social skills, career exploration, lifetime recreation and education. The Counseling Department and Administration ensure that students are taught gang awareness and prevention through the LifeSkills program, TOPS program, Aggression Replacement Training, and service learning. Students at risk are identified and supported through these programs.

**S40. PARENT EDUCATION ABOUT MENTAL HEALTH** (Board Approved 6/2021)

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Parents/guardians will be invited to a seminar sponsored by Pinnacle regarding student mental health issues. This seminar will be provided at no cost to the parents/guardians.

**S41. COMPREHENSIVE COUNSELING AND GUIDANCE PROGRAM (Board Approved 6/2021)**

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Pinnacle supports each student's plans for college and career readiness by establishing a four-year program initiated with a conference at the beginning of a student's seventh grade year; or within the first year the student is enrolled at Pinnacle in grades 7-12. Parents will be included in the individual planning meetings with the student and records of these conferences (documenting parent involvement and participation in meetings) will be maintained by the counseling department. Subsequence conferences will occur at least once in grades 9 and 10 and again in grades 11 and 12. Other meetings will occur as needed, including meetings with students and parents regarding concurrent enrollment and Project HOPE opportunities in high school.

**S42 PRIVATE, HOME, BUREAU OF INDIAN EDUCATION STUDENT PARTICIPATION IN PUBLIC SCHOOL ACHIEVEMENT TESTS (R277-604)**

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Students who attend private school may request participation in statewide assessments at Pinnacle. Pinnacle may provide the following information: an annual schedule of statewide assessment dates, locations at which private school students may be tested, and written policies for private school student participation. Pinnacle will provide a written document detailing reasonable costs for participation of Utah private school students in statewide assessments to be paid in advance by either the student or by the student's private school. Private school administrators will be notified of any required administrator participation in monitoring or proctoring of tests. Pinnacle will provide a 30 day timeline for private school requests for participation in statewide tests and Pinnacle's response. Students who attend home school and who are Utah residents may request participation in statewide assessments at Pinnacle. Pinnacle may provide the following information: an annual schedule of statewide assessment dates, locations at which private school students may be tested, and written policies for private school student participation. Pinnacle will not charge a fee for participating in statewide assessments. Pinnacle will provide a written document detailing any required parent participation and will allow a 30 day timeline for any home school requests for participation and Pinnacle's response.

BIE students may participate in statewide assessments required for all Utah students. Materials and training shall be provided to BIE schools from the LEA in which the school is located on the schedule that applies to Utah school districts.

Pinnacle shall comply with the following when administering statewide assessments to a private, home school, or Bureau of Indian Affairs' student as outlined in Rule 277-404 and will follow the Utah Standard Test Administration and Testing Ethics Policy described in Section R277-404-3.

**S43. DROPOUT PREVENTION AND RECOVERY PROGRAM (R277-606)**

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Pinnacle will provide a written dropout prevention and recovery program for a designated student in grades 9, 10, 11 and 12 that will:

- measure and report if the designated student made a year's worth of progress towards an attainment goal,
- how membership days will be determined,
- is enrolled in dropout prevention and recovery program in accordance with UTREX specifications,
- Prepare a learning plan for a designated student with an attainment goal. If the designated student has an IEP or Section 504 plan, then the plan will adhere to their IEP or Section 504 plan.
- Regularly report progress towards designated student's goal
- Maintain documentation required by Pinnacle
- Pinnacle's Dropout Prevention and Recovery staff will submit an annual report to the CAO by October 30 of each school year

#### **S44 ADULT EDUCATION (R277-733)**

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Currently, Pinnacle is not authorized to offer an adult education program.

#### **S45 ALTERNATIVE LANGUAGE SERVICES FOR UTAH STUDENTS (R277-716)**

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See **APPENDIX CC: ALTERNATIVE LANGUAGE SERVICES FOR UTAH STUDENTS** for full policy.

#### **S46 WORK-BASED LEARNING PROGRAM (R277-915)**

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Pinnacle has a work-based learning program that assigns students to act as participants at off-campus sites or in on-campus simulations. Pinnacle shall train student participants, student participant supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace. Pinnacle shall have standards and procedures for approval of off-campus work sites. Pinnacle shall have transportation options for students to and from the work site. Pinnacle shall have appropriate supervision by employers at the work site. Pinnacle shall have adequate insurance coverage provided and identified either by the student, the program, or the LEA. Pinnacle shall have appropriate supervision and assessment of the student by the LEA. Pinnacle shall have appropriate involvement and approval by the student's parents in the WBL program. Pinnacle shall have provision for risk or liability inherent in the WBL program developed in consultation with State Risk Management or the LEA's insurance provider. Pinnacle shall have a requirement that any WBL credit awarded maintains the integrity and rigor expected for high school graduation, as determined by the Board.

**See Appendix DD: WORK-BASED LEARNING PROGRAM POLICY.**

#### **S47 TITLE IX COORDINATOR AND COMPLIANCE**

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The Title IX Coordinator for Pinnacle shall be the Chief Administrative Officer who will manage all issues related to Title IX to ensure Pinnacle is in compliance.

#### **S48 FAMILY PARTICIPATION IN EDUCATION PROCESS AND FAMILY ENGAGEMENT POLICY (53E-2-303)**

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Pinnacle's Family Participation in Education Process and Family Engagement policy can be found in **APPENDIX E: TITLE I PARENTAL INVOLVEMENT POLICY**.

#### **S49 PINNACLE CONSENT POLICY AND PROCEDURE FOR MENTAL HEALTH INTERVENTIONS**

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When students are identified for potential referral to the school's mental health services, Pinnacle's Counseling Department follows all guidelines and professional ethics required through the Utah Department of Professional Licensing. Functioning as a robust mental health agency, the Counseling Department provides to the parents and/or guardians of the student the forms necessary to obtain parental/guardian consent for access to mental health services. Those forms include:

- Screening Consent Form (screening for depression, anxiety, suicidal thoughts in compliance with Board Rule R277-625).
- Client Information Form (Student and family contact information and other relevant information)
- Clinical Service Agreement Consent (includes consent for a Mental Health Screening Agreement)
- Informed Consent/Consent for Treatment Form
- Client Release of Information Form (provides free exchange of information between professionals and/or interested parties)

The Counseling Department Director contacts the parents/guardians, reviews the counseling department forms for consent, and assigns the student to one of the contracted school therapists.

**S50 PINNACLE PROCEDURE ABOUT PARENTAL NOTIFICATION FOR MENTAL HEALTH INTERVENTIONS**

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Pinnacle’s Counseling Department Director or another member of the Clinical Treatment team immediately informs a student’s parents/guardians if their student was consulted about suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of referring the student to appropriate prevention services.

**S51 MENTAL HEALTH TRANSITION PLANS FOR TRANSFER OF SERVICE**

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When a student needs to leave school temporarily to access more intensive mental health support by transitioning their services to another mental health professional, Pinnacle’s Counseling Department and Clinical Treatment team adhere to the following procedure:

- Working closely with student with case closure or in the event of a transfer of services
- Work closely with the family to provide resources and connections
- Work closely with the new provider accepting the transfer case to ensure seamless, ongoing care

Pinnacle’s Counseling Department Clinical Treatment Team includes the Counseling Department Director, part-time therapists contracted to serve Pinnacle students and families, staff interns, and Pinnacle support staff, all of whom adhere to all guidelines and professional ethics as required through the Utah Department of Professional Licensing.

**S52 GENDER IDENTITY POLICY**

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Pinnacle will only change gender identity in the Student Information System (SIS) with parental consent.

# **SECTION THREE: PERSONNEL POLICIES**

## **I. EDUCATIONAL POLICIES**

### **EP1. PARAPROFESSIONALS**

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Paraprofessionals are hired to work with individual students as needed. Paraprofessionals work individually with students or in small groups providing students with the extra help as needed and receive training and supervision from administrative staff. Paraprofessionals are required to be at school on all scheduled days, after three absences in a quarter, employment will be terminated. Employment hours will mirror the school hours set at the beginning of each school year working 29.5 hours per week. Pinnacle will provide training for paraprofessionals at the beginning of the school year. Paraprofessionals are required per Utah Administrator Code to be qualified by completing at least two years (48 semester hours) at an accredited higher education institution, obtain an associates (or higher) degree from an accredited higher education institution, or complete the required state assessment with a passing score. The state of Utah uses the ETS Parapro Praxis exam. The cutoff score for passing is 460.

### **EP2. CLASSROOM DISCIPLINE**

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Through its administrative personnel, the Board of Directors will support an employee in the reasonable use of authority in disciplining students. It is the responsibility of the employee to maintain classroom discipline. However, when a disciplinary situation becomes unmanageable, an employee may temporarily suspend a student from his/her classroom. The following guidelines will be considered:

- When a student is suspended from class, the employee will complete this form and send or take the misbehaving student to the Principal or the CAO.
- An employee exercising such disciplinary measures in enforcing the Student Code of Conduct would be presumed to have exercised that authority properly until an investigation indicates otherwise.
- Inquiries concerning any disciplinary action taken by an employee shall be referred to the principal or the CAO.
- Use of physical punishment, denial of food, toileting or medical care towards students may be grounds for dismissal and may cause the School to refer the employee to an appropriate State agency for intervention.
- **All staff must follow the approved school wide discipline policy at all times.**

### **EP3. CLASSROOM NEATNESS AND PROCEDURES**

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Teachers are expected to begin classes promptly at the scheduled time. Classes shall meet for the full period of time and shall not be excused early. Dismissal of class shall only occur after students have picked up stray papers and straightened their desks and chairs. Stray items such as clothing, backpacks, and lunch boxes shall be taken right away to the lost and found area in the office. It is the teacher's responsibility to maintain a well-organized, clean classroom. Confidential student records shall be filed away accordingly per FERPA guidelines.

### **EP4. COMPUTER USAGE**

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Pinnacle expects everyone to exercise good judgment and use the computer equipment in a professional manner. Use of the equipment is expected to relate to the school's goals of educating students and/or conducting Pinnacle business. Pinnacle recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with school business, and is not otherwise prohibited by Pinnacle policy or procedures. Responsibilities include but are not limited to:

- Protect your login information from others. Do not use other users' passwords.
- Exercise good judgment.
- Respect school property and be responsible in the use of the equipment.
- Do not destroy, modify or abuse the hardware or software in any way.
- Do not delete or add software to school computers without permission.
- Do not use school computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material.

See Employee Computer Usage Policy in [APPENDIX D Acceptable Use Policy](#)

#### EP5. CONFIDENTIALITY OF RECORDS

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Employees are charged with maintaining the confidentiality of all student records. Records shall be filed away for safekeeping and employees shall not discuss students' confidential information except in an appropriate setting. Confidential records shall not be taken out of the building.

#### EP6. EMPLOYEE DRESS CODE

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Pinnacle is a place of business. All employees are expected to set a standard that is professional and modest and one that models appropriate attire for the students. Employees may wear neat, clean blue jeans with a minimum amount of holes. Employees shall not wear flip flops. Tailored, knee-length (no more than 2 inches above the knee) shorts are acceptable. Women may wear leggings but must wear a shirt, skirt or dress over the leggings that must be at least 6 inches above the knee. No sweats or tracksuits are allowed, except for the PE teachers. Cleavage and chest hair shall be covered up (the "no butts, no boobs, no bellies" rule applies to employees as well). Exceptions will be made for teachers and coaches involved in physical education, art, sports programs and classroom field trips where more casual attire is allowed. Employees not dressed appropriately will meet with Pinnacle Administration. (Board approved 5/2020)

#### EP7. DUTY-FREE LUNCH

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Pinnacle shall attempt to provide a 30 minute duty-free lunch period for each teacher. In the event circumstances require duty during the lunch period, attempts will be made to equalize the duty among personnel. Teachers may not leave campus without prior permission. PLC teams that choose to meet during lunch instead of before or after school, do so by their own choice.

#### EP8. EVALUATION OF STUDENT PERFORMANCE

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Teachers will adhere to grading policies found in **S27. Secondary Policies** and **S28. Elementary Grading Policy**.

#### EP9. TEACHER EXPECTATIONS

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All Pinnacle teachers are responsible for teaching the Utah state core curriculum to their students. Teachers are expected to clearly state deadlines, expectations for in-class assignments, homework, and then hold their students accountable. Teachers are expected to hold students to a high standard of academic and personal integrity in completing their work and shall state clearly when collaboration is allowed. Teachers expected to be present in the classroom any time students are present and may leave the classroom unattended only in the event of an emergency where a student requires immediate attention, a threat to the health or safety of a student, or a personal emergency of the teacher with all other absences approved by the CAO or the Principal. Pinnacle exists to create an engaging environment where students will develop and progress to their full



potential. Teachers are expected to be full partners in this process and to honor and abide by all school policies so that their personal actions in the classroom reflect the overall mission of Pinnacle.

#### EP10. **TEACHER PREPARATION**

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Pinnacle places serious emphasis on teacher preparation. Thorough preparation for classes, by both teacher and students, is the first requirement for academic success. The teacher acts as a model for their students and must take this responsibility seriously. Preparation for class is defined as promptness in beginning class, preparing weekly and long-term lesson plans, preparing homework assignments that provide follow-up on recent coursework, correcting student work thoroughly, fairly and returning it promptly, making photocopies **prior** to the beginning of the school day, and maintaining their online learning platform according to the Offer of Employment contract. These same preparation standards apply to bi-annual SEOP conferences.

#### EP11. **EMPLOYEE HOURS**

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Contract employee hours are generally 7:30 a.m. - 3:30 p.m. Monday through Friday. Teachers need to be in their classrooms and ready for the school day no later than 7:30 a.m. Teachers need to be at their scheduled duty location at the required time. On early release days, the extra hours will be used for in-house training, PLC meetings, teacher planning and weekly staff meetings.

#### EP12. **LEAVING CAMPUS DURING SCHOOL HOURS**

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Teachers and professional staff may only leave campus during school hours in the case of a personal or family emergency or to attend to job-related duties. Hourly employees are allowed off campus lunch, unless otherwise determined by Administration.

#### EP13. **LESSON PLANS**

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Teachers must have lesson plans in place at least one week in advance and shall be submitted to Administration by 8:00 a.m. each Monday morning. Pacing Guides are due before the school year begins. This will occur more frequently if a teacher is on probation, on a state-approved licensure program, is a provisional teacher or is being mentored.

#### EP14. **SPECIAL EDUCATION**

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Pinnacle will be compliant with all state and federal laws concerning special education. The school will participate in the state UPIPS system and complete all paperwork as required. Students on Individual Education Plans (IEP) will be offered services whenever possible in their classrooms following the model of inclusion. Students requiring an IEP will receive services in a timely manner by qualified personnel. Pinnacle adheres to the state's Special Education Rules which are found online at <https://www.schools.utah.gov/specialeducation/resources/lawsrulesregulations> and with Pinnacle's Special Education Director. (Board Approved 5/2020)

Pinnacle's Special Education Policies and Procedures Manual can be found in **Appendix Y: Special Education Policies and Procedures Manual**

## EP15. PURCHASING SUPPLIES

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**Teacher Purchase Card:** Teachers are issued a school credit card to purchase supplies for the school year. Teachers have to sign the following when issued their school credit card:

*"I am signing this form stating that I have received my Teacher Purchase Card. By signing this form I am agreeing that I have accepted this card under the following conditions: This card is to be used for SCHOOL use only. I will manage receipts and statements per school policy and under the direction of Administration. I also agree that if I choose to purchase non-school related items with this card I will also be responsible for the balance, which will be taken from my paycheck. Multiple fraudulent purchases will result in suspension of card and loss of privileges. I understand that I could also face disciplinary actions and possible criminal charges."*

Teachers and staff members that need to order supplies beyond what is available on their school credit card need to make an online request to administration for approval by the CAO/Administration. Pinnacle will not reimburse teachers and staff for taxes paid on purchases. All staff must use the School's tax ID number when making purchases.

## EP16. TEACHER EVALUATIONS AND ASSIGNMENTS

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All employees of Pinnacle are "at will" employees and no employee is automatically guaranteed a job for the following school year. There is no tenure at Pinnacle. Teachers are required to have observations throughout the school year done by the designated, qualified staff member. Long-term substitutes will not be evaluated but can receive the results from evaluations. The purpose of teacher evaluations is to provide the Board of Directors, the CAO/Secondary Principal and the Elementary Principal with the feedback and information critical to determining teacher offers of employment for the following school year. (Board Approved 5/2020)

The CAO/Secondary Principal and the Elementary Principal have the right to assign all personnel to their specific positions as necessitated by the requirements of the school system. The administrator will give notice of assignments and offers of employment to teachers by March 15. Employees will be notified in writing if their offer of employment is terminated during its term or if their employment will not be renewed for the following year. All other employees will receive yearly evaluations from the CAO and their direct supervisor and will be given offers of employment based on favorable evaluations and funding. Any staff member may request a change in grade, subject, or assignment by filing a written request by March 15 with the administrator. A written request does not guarantee a change in assignment.

Teachers will not be dismissed, but may be reassigned, based on enrollment, illness, or failure to obtain endorsement if they are certified in another area. Teachers who score poorly on their initial evaluation will be provided with support/training needed to make changes and improvement by any subsequent evaluations. Documentation of the support/training will be attached to the follow-up evaluation; if improvement is not made in the specified areas the board may terminate the employee without the fine.

## EP17. TEACHER ONLINE LEARNING PLATFORMS

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All teachers are required to have an online learning platform (such as Showbie, Google Classroom or Canvas) directing parents and students to assignments with the ability to contact the teacher and including any other pertinent information. Part of the year-end evaluation will be the adherence to the online learning platform requirement. Lack of compliance will result in disciplinary action by the CAO/Secondary Principal, the Elementary Principal and the Board of Directors. (Board Approved 5/2020)

EP18. **NEW TEACHER ORIENTATION**

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New teachers will complete an orientation on school culture, policies and expectations. The new teacher orientation may be completed in conjunction with the Pinnacle’s back to school training in August before the school year begins.

## **II. ADMINISTRATIVE/PROCEDURAL POLICIES**

### **AP1. ATTENDANCE AT PARENT MEETINGS, STAFF MEETINGS AND SEOP CONFERENCES**

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Attendance at all parent meetings, staff meetings and SEOP conferences is mandatory for all teachers as information given at those meetings is helpful in the completion of their duties and responsibilities. A request may be made to the CAO to be excused from said meetings, but the CAO has full discretion in this regard.

### **AP2. BUS TRANSPORTATION REQUEST**

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Teachers or staff requiring bus transportation for field trips need to complete a bus request at least two weeks prior to the field trip and submit it via the appropriate process. All field trips must be approved by the CAO or Elementary Principal prior to submission to the Transportation Director. Elementary teachers may not schedule field trips on the same days due to busing limitations.

### **AP3. ADDITIONAL ASSIGNMENTS FOR ADDITIONAL PAY**

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Occasionally, additional assignments for teachers are necessary for the completion of school goals and curriculum needs. The CAO/Secondary Principal or Elementary Principal will ask teachers to take on additional assignments as necessary and teachers will be compensated appropriately with additional pay for those extra assignments.

### **AP4. HOME VISITS PRIOR TO BEGINNING OF SCHOOL**

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As part of the teacher Offer of Employment, elementary teachers shall make a home visit to each student's home to provide information regarding the school year, school policies and to gather pertinent information from the family. A checklist will be provided to each teacher to be completed at each home visit. The days the home visits are conducted are considered part of the teacher's contract days. Elementary teachers may be exempt from completing home visits should a health, weather or other type of crisis prohibits completing the home visits safely. (Board Approved 5/2020)

### **AP5. LONG TERM SUBSTITUTES**

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Occasionally, needs arise that require a long-term teacher absence. Every precaution will be taken to ensure that our students' learning environment remains consistent and relatively uninterrupted. The CAO must be informed of the proposed absence as soon as possible (at least two months prior, if possible). General lesson plans for the length of the proposed absence will need to be submitted to the CAO. A qualified substitute will be located and hired and, if at all possible, participate in a training period with the teacher needing the absence. Long-term substitutes are not required to go through the teacher evaluation process. Long-term substitutes are paid according to the school's daily long-term substitute rate.

### **AP6. OUTSIDE/OTHER DUTIES**

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All contract employees have outside/other duty assignments that need to be completed as part of their contract. The PLC Leaders will set a yearly schedule and will provide a copy to each teacher of their assigned days and responsibilities. It is the employee's responsibility to switch with another employee if they cannot complete their duties.

**AP7. PAPERWORK RESPONSIBILITIES**

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Teachers are responsible for submitting grades correctly by the appropriate deadline, correcting homework in a timely manner, completing attendance, turning in required forms to the office and/or HR Director by deadlines and keeping their student files and information up to date. Failure to manage academic paperwork properly will result in disciplinary action. CACTUS compliance is each teacher’s responsibility and paperwork with re-licensure points must be submitted to the HR Director in a timely manner.

**AP8. STUDENT PERMISSION SLIPS**

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Pinnacle has standardized permission slips into one permission slip, included in registration paperwork, that covers all field trips. Individual waivers may be needed for specific companies.

**AP9. REIMBURSEMENT POLICY**

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If teachers and/or staff members purchase something for the school, with the CAO’s approval, they can complete the reimbursement form and turn it into the Business Manager at the school for reimbursement. Without prior approval, reimbursement will not be allowed. Pinnacle will not reimburse for sales tax.

**AP10. RESERVING GYMNASIUM AND SCHOOL FACILITIES**

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Teachers and staff that need to reserve the gymnasium/stage and/or other school facilities for special activities or events, and must check with Administration no later than one month prior to the event to determine availability. Non-employee requests for special events must accompany the liability waiver prior to the use of school facilities. (Board Approved 5/2020)

**AP11. PROFESSIONAL/SABBATICAL LEAVE**

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Contract employees who request unpaid professional and/or sabbatical leave need to submit a completed request for Professional/Sabbatical leave and turn it into the CAO at the earliest possible time. Teachers on sabbatical are not offered an Offer of Employment until they return.

**AP12. SUBSTITUTE TEACHERS**

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A teacher is expected to be in school daily. However, when it is necessary for a teacher to be absent, it is the responsibility of the teacher to arrange for a substitute teacher competent to handle the students and grade level. The teacher shall provide, or shall make arrangements to provide, the substitute teacher with a lesson plan, pertinent materials, and supplies for each period missed by the employee. When an unforeseen illness or emergency arises, an employee may contact Pinnacle’s CAO, Principal or designee to obtain a substitute. At the time of notification, the employee will inform the CAO, Principal or designee where pertinent classroom information is located and any other information necessary for the substitute teacher’s performance of the classroom duties. Whenever possible, the employee shall provide notice of his/her absence to the CAO, Principal or designee before 7:00 am the day they will be absent. Following the employee’s return, the employee will complete the substitute form online and submit it to the HR Director **by the end of that school day** so that the substitute can be paid promptly. If the employee doesn’t turn in the form by the deadline, the teacher will pay for the substitute with the amount deducted from their next paycheck.

#### AP13. SUPERVISION

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All employees will assist the CAO and the Elementary Principal in maintaining student behavior throughout the buildings, grounds, and any other area where students are under the jurisdiction of the school. The CAO, Principals, and PLC Leaders will assign necessary supervision in an equitable manner. No employee will carry an excessive burden of responsibility in this regard. An employee may sponsor and assist with co-curricular activities under the supervision of the school's CAO or Elementary Principal. An employee may volunteer to supervise extracurricular activities. These activities include after school athletic events, student dances, weekend field trips, school field trips, etc.

#### AP14. TEACHER TRAINING AND INSERVICE

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Training and professional development will occur on early release Fridays, through PLC meetings and other required training per state and federal guidelines. Early Release Fridays: PLC meetings and teacher/employee training meetings will be held on each Friday of the school year. All teachers are required to attend and other staff members will be invited as necessary. Professional Learning Community: Pinnacle will be set up as a professional learning community. Teachers and staff will be divided into learning communities with an Instructional Leader facilitating the supervision and instructional support. PLC teams will meet weekly and focus on academic achievement. The primary purpose of the PLC teams is to facilitate academic excellence in all content areas through data analysis and data-driven instruction and strategies. Required Trainings: All staff are required to complete all state and federal mandated trainings including, but not limited to, harassment training, CPR/AED training, suicide prevention training, testing ethics training, etc. All training will be part of the master training plan. (Board Approved 5/2020)

#### AP15. SAFETY / EMERGENCY PLANS

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In case of an emergency, earthquake, fire, or flood, Pinnacle is responsible for the safety of the students and community members while effectively communicating with parents. Contacting the school office and/or CAO when an emergency occurs is of utmost importance. Any time police, court officials, DCFS agents or the press come onto campus, they shall be escorted to the office.

Emergency Procedures: Teachers are responsible for the students they are teaching at the time of the emergency. The CAO must be the only contact with parents or media during an emergency. All teachers and staff shall refer all media questions to the CAO. All classrooms will have smoke alarms and fire extinguishers as deemed necessary from the Fire Marshall. Teachers are responsible for their class during fire drills and all classes must participate in the drills with each class going to their designated area. In case of a fire, all students, teacher and staff must follow the safety plan and exit the building immediately. Attendance is taken outside after evacuating the building safely.

Medical Emergencies: Appropriate first aid for the injured is the first concern. The first adult on the scene shall remain with the injured student and send for a second adult. Staff must follow CPR and First Aid procedures. All injuries must be reported to the office. All head injuries must be reported immediately to the parents. The office staff will complete the appropriate paperwork.

Student Medication: All student medication shall be distributed in the offices. Appropriate medical forms for the medication shall be completed prior to the beginning of the school year. Students are allowed by Utah law to have inhalers on their persons at all times.

Reporting suspected child abuse: Under Utah Code Ann. §62A4a-403, school teachers and staff are considered mandatory reporters and thus obligated to report any suspected child abuse or neglect to appropriate local and state agencies. School teachers and staff will report any suspected abuse or neglect immediately to school administration. The School Social Worker will report to the appropriate local/state agency. School teachers and staff are never to interview children suspected of being abused or neglected. If the staff member has reasonable cause to believe that a student has been physically or sexually

abused by a school staff member, they shall report that information immediately to school administration who will immediately report that information to the Utah Professional Practices Advisory Commission and will notify the parent/guardian of the student. (Board Approved 5/2020)

Visitor Check-in: ALL visitors to the school are required to check-in at the office and receive a visitor name badge. The name badge must be worn at all times. Any employee that sees an unknown adult on campus without a name badge shall contact the office immediately.

Canned Air Policy: Compressed air (it is used to dust off computers and other electronics) is to be locked in a cabinet. If it is discovered in any room unlocked, except when it is being used, it will be taken and those individuals will not be allowed to use it again. Students are not allowed to use compressed air at any time.

## AP 16. EMERGENCY MANAGEMENT PROCEDURES

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The purpose of this plan is to provide a framework for school staff to organize the resources of the school and community to respond to and manage emergency situations while school is in session. The main objectives are to: (1) protect the life and safety of students and staff, (2) provide a framework for staff, students, parents, and community agencies to respond quickly and effectively to emergency situations, (3) protect school property and environment, and (4) facilitate the resumption of normal school activities in a timely manner. When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process.

1. Identify Type of Emergency: The first step in responding to an emergency is to determine which of the following 7 types of emergencies is occurring: (1) animal disturbance, (2) armed assault, (3) biological or chemical release, (4) bomb threat, (5) earthquake, (6) fire, or (7) loss of utilities.
2. Identify Level of Emergency: The second step in responding to an emergency is to determine if the emergency is minor, moderate, or major.
3. Determine Immediate Actions: The final step in responding to an emergency is to determine the type of response. The most common responses are: (1) duck and cover, (2) shelter-in-place, (3) lock down, (4) evacuate building, and (5) off-site evacuation.

### **Emergency Procedures**

Animal Disturbance: This procedure shall be implemented when the presence of a dog, coyote, mountain lion, or any other wild animal threatens the safety of students and staff. The school administrator will initiate appropriate actions including shelter-in-place, lock down, or evacuate the building. Upon discovery of an animal, staff members will attempt to isolate the animal from students and staff, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, the students will remain outside in an area away from the animal. The school administrator will notify proper authorities.

Armed Assault: This procedure shall be implemented when one or more individuals attempt to take hostages or cause physical harm to students and staff. Such an incident may involve a gun, a knife, or other harmful device. Personnel shall immediately contact proper authorities. The school administrator will initiate appropriate actions which could include either a lockdown procedure or evacuation of the building. Staff shall take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and perpetrator.

Biological or Chemical Release: A biological or chemical release is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may include the discharge of acid in the school laboratory, an overturned truck or train car of hazardous materials, or an explosion at an oil or gas facility. If the incident occurs within the building, students will either evacuate the building or perform an off-site evacuation. The school

administrator will notify proper authorities. If the incident occurs outside of the school, the administrator will initiate shelter-in-place procedures.

**Bomb Threat:** Response to a bomb threat is initiated upon the discovery of a suspicious package or receipt of a threatening call. If the threat is received by telephone, the person receiving the call shall attempt to keep the caller on the telephone, alert someone else to contact proper authorities, and obtain as much information as possible. If a suspicious object is identified one adult will notify the school administrator, while the rest secure the area, establishing a perimeter of 300 feet. No attempt shall be made to investigate or examine the object. Depending on the location of the object the school administrator shall initiate lockdown, evacuate building, or off-site evacuation procedures.

**Disorderly Conduct:** Disorderly conduct may involve a student, staff member, or community member exhibiting threatening or irrational behavior. Staff shall take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so. The school administrator will initiate lockdown, shelter-in-place, evacuate building, or off-site evacuation procedures. If necessary, the school administrator will notify local authorities

**Earthquake:** Upon the first indication of an earthquake, staff will direct students to duck, cover, and hold. Children and adults need to move away from windows and overhead hazards. When the shaking stops, the school administrator will initiate the evaluation of the building, or off-site evacuation procedures. The school administrator will also notify local authorities of the school's needs.

**Fire:** Upon discovery of a fire inside the building, the school administrator will immediately initiate evacuation of the building procedures and staff will direct occupants out of the building to the designated meeting point. If the fire is outside the building, the school administrator will initiate shelter-in-place procedures. If necessary, staff will disengage heating and/or air-conditioning systems. In both situations, the school administrator will notify local authorities.

**Loss or Failure of Utilities:** Failure of utilities can result in broken water or sewer lines, exposed electrical lines, or a gas leak. The school administrator will initiate shelter-in-place or evacuate building procedures. The school administrator will notify local authorities.

**School soft closure due to pandemic conditions:** A soft closure of all Utah schools was implemented on March 13, 2020, in order to mitigate the potential spread of COVID-19, a novel coronavirus. Pinnacle implemented a distance learning plan quickly and efficiently which also included family food kits. Pinnacle has created an emergency distance learning plan and employee assignments to prepare for a future soft closure due to pandemic, natural disaster or some other unforeseen event. (Board Approved 5/2020)

**Infectious disease.** shall an outbreak of an infectious disease necessitate a school closure or restrictions of any kind, the Administration will implement a safety plan based on science and the medical recommendations from local, state and federal experts. **(Board Approved 6/2021)**

**SAFETY AND EMERGENCY DRILLS: (Board Approved 6/2021)**

Pinnacle believes that students and school personnel need to practice safety measures to ensure the protection of all involved. As a K-12 school, Pinnacle is required to meet the state standards for elementary schools. To meet state requirements, Pinnacle will adopt the following schedule to practice safety drills:

August (within first 10 days of school) – Fire  
September – Lockdown  
October – Bomb Threat  
November – Active Shooter information (for employees only)  
December – Fire  
January – Shelter-in-Place  
February—Hazardous Materials  
March – Fire



April – Earthquake  
 May – Public Health Emergency (information for employees only)

A safety log will be kept to document drill practice.

**IN AN EMERGENCY**

To have clarity in case of an emergency, the following will be implemented via the intercom/phone system:

<b>If there's....</b>	<b>Then the announcement will say:</b>
Non-immediate threat outside	"Shelter in place! Secure the perimeter!"
Immediate threat inside	"Lockdown! Locks, Lights, Out of Sight!"
Bomb	"Evacuation to (location), shelter for bomb!"
Earthquake	"Shelter for earthquake!"
Fire, Carbon Monoxide	"Evacuate to (location)!" or FIRE ALARM WILL SOUND
Hazmat	"Shelter for Hazmat! Seal your rooms."
Active Shooter	"Lockdown! Locks, Lights, Out of Sight!"
Infectious Disease	No announcement – report, document, protect privacy

**LOCKS, LIGHTS, OUT OF SIGHT!**

Students are trained to:

- Move away from sight
- Maintain silence

Staff are trained to:

- Lock and secure perimeter doors
- Lock interior doors
- Turn off lights
- Secure all persons out of sight

**AP17. EDUCATOR LICENSING POLICY**

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Certified teachers who received their Utah licenses after January 2005 are required to take a Praxis test to upgrade their license to a Level 2 (Professional license). Pinnacle Canyon will pay for the first attempt of a Praxis test. All Professional licensed staff must adhere to the USBE guidelines for re-licensure and renewal. All Level 1 (Associate license) staff must obtain an Associate license according to the LEA alternate educator preparation program and USBE APPEL guidelines. Please see the HR Director for LEA programs and requirements. (Board Approved 5/2020)

In July 2020, the USBE restructured the educator licensing model. Pinnacle will adhere to all licensing requirements outlined through the USBE and established through Board Rule. In Utah, there are three levels of educator licenses: LEA-specific,

Associate, and Professional. All educators must be able and willing to complete all steps required to obtain a Utah state teaching license. Educators must report to the Human Resources/Licensing coordinator quarterly to show progress in the licensing program. If the Educator fails to complete the requirements in the length of time given by USBE and/or Pinnacle, employment may be terminated. Please see Pinnacle’s Human Resources Director/Licensing Coordinator for assistance in licensing issues or questions.

As of November 2022, USBE licensing resources include: Utah Educator Licensing <https://www.schools.utah.gov/file/04a9f8a3-a407-4676-a40a-6170e381ce10>, USBE Licensing website <https://www.schools.utah.gov/licensing>, How to become a Utah educator with a professional license <https://www.schools.utah.gov/file/25085997-6d23-4cbb-8c89-c10e18d0ec3f>.

Additional resources can be found in [Appendix B: State Educators Ethics Guidelines](#). All licensed educators must be familiar with the ethics guidelines.

Teachers with a Professional License must complete all requirements per USBE’s licensing guidelines for re-licensure. See more information at: <https://www.schools.utah.gov/curr/licensing>. Teachers are responsible for tracking all documentation required for re-licensure.

#### AP18. **PERSONNEL FORMS**

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Employees can access personnel forms through the school website [www.pcaschool.com](http://www.pcaschool.com) through the staff intranet portal.

#### AP19. **FIREARM SAFETY TRAINING IN PUBLIC SCHOOLS (Board Approved 6/2021)**

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Pinnacle’s board of directors may request that the school participate in a firearm safety training class on site. Pinnacle will comply with all state requirements for such training.

#### AP20. **MANDATORY TRAINING (Board Approved 6/2021)**

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Annually, school personnel are trained in the following areas:

- Bloodborne pathogen exposure
- Bullying, cyberbullying, hazing and harassment
- Child abuse: Identification, intervention and mandatory reporting
- Child find
- Child sexual abuse prevention
- Concussion training
- Crowd management
- Educational policies and procedures
- FERPA: confidentiality of records
- Gang prevention
- Hazing
- Health emergencies including seizures
- Human resources
- Human trafficking
- Making schools safe & inclusive for LGBTQ students
- Professionalism
- Return to learn: Following a concussion
- School credit cards / reimbursements
- School culture
- School violence: Identifying & Addressing
- Self-Harm awareness and prevention
- Sexual harassment
- Special education
- Staff to student diversity, equity & inclusion DEI practices
- Suicide Prevention and awareness
- Tier 1 classroom supports
- Title IX compliance overview
- Trauma informed practices
- Workplace bullying: awareness & prevention

Depending on staff job responsibilities, staff members may be required to take additional mandatory training. Pinnacle will follow state guidelines on required school training found at the following link: [Training Requirements for Schools](#).

**AP21. ACCESS TO RECORDS**

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Pinnacle will grant access to any documents, papers, or other records which are pertinent to the Federal award, to the Federal awarding agency Inspectors General, the Comptroller General of the United States, and the pass-through entry (i.e., the USBE) or their authorized representatives for them to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to subrecipient's personnel for the purpose of interview and discussion related to such documents. 2 CFR 200.337

**AP22. CONFLICT OF INTEREST**

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Pinnacle abides by all federal and state guidelines for disclosing any conflicts of interest.

**AP23 PROFESSIONAL STANDARDS AND TRAINING FOR NON-LICENSED EMPLOYEES AND VOLUNTEERS (R277-316)**

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Pinnacle will ensure that all students compelled by law to attend public schools are instructed and served by public school teachers and employees who have not violated law that would endanger students in any way. Pinnacle mandates that all public education employees licensed and non-licensed, volunteers and charter school board members and anyone who drives a school vehicle, to submit to a background check and ongoing monitoring. The Human Resources Director will describe the background check process necessary to all employees. Pinnacle requires all employees to report to the Human Resources Director within 24 hours any arrest including pleas in abeyance and diversion agreements, alleged sex offenses, alleged drug-related offenses, alleged alcohol-related offenses, and any alleged offenses against the person under Title 76, chapter 5. All employees will be trained in the self-reporting process.

Employees shall give notice of alleged sex offenses or any other offenses which may endanger students during the investigative period be reported, the employee shall be immediately suspended from any student supervision responsibilities. Any reported offenses involving alcohol or drugs will result in immediate suspension from transporting students or in the operation or maintenance of public education vehicles. Pinnacle will review arrest information and make employment decisions that protect both the safety of students and the confidentiality and due process rights of employees and charter school board members.

Pinnacle coaches are also required to meet a set of professional standards consistent with the Utah Educator Professional Standards (R277-217). Coaches are required to be trained in child sexual abuse prevention, bullying and cyberbullying prevention, as well as the prevention of hazing, harassment and retaliation. The Human Resources Director will track compliance in such training.

Additional training of non-licensed employees can be found in **Appendix L, Appendix M, Appendix O, S31, EP1, AP5 and AP20**. The Paraprofessional Handbook, used in the annual training of paraprofessionals, can be found in **Appendix Z: Paraprofessional Handbook**. The volunteer contract can be found at **Appendix AA: Volunteer Contract**.

**AP24 PUBLIC EDUCATION EXIT AND ENGAGEMENT SURVEYS (R277-325)**

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Pinnacle has adopted a public education exit and engagement survey policy and will use the model surveys developed by the USBE which can be found at:

**Educator Exit Survey**

<https://schools.utah.gov/file/f3d60dcc-c592-4137-9e90-981a60b749d5>

**Educator Engagement Survey**

<https://schools.utah.gov/administrativerules/documentsincorporated>

The Human Resources Director will give the Exit Survey to educators in their exit interview. The Engagement Survey will be given every other year before June 30 of said year. Access to survey results will be restricted to appropriate personnel as necessary including the Human Resources Director, Administration and the Board of Directors.

AP25 **DISPOSAL OF TEXTBOOKS IN PUBLIC SCHOOLS** (R277-433)

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Pinnacle will notify other LEAs through appropriate state channels of any usable textbooks (at least 25 in a set) that are available. After 30 days, if no other LEAS are interested in the usable texts, Pinnacle will appropriately recycle the textbook materials.

### III. PERSONNEL POLICIES

The goal of Pinnacle’s Board of Directors is to provide an educational program of the highest standards possible. Success in attaining this goal is dependent in large measure upon the competency, training, expertise, and ethical standards of the professional staff and those who serve in directing supporting positions to the instructional program of the school. It shall be the policy of the Board of Directors to endeavor to recruit and retain the highest caliber personnel.

#### PP1. **CODE OF ETHICS**

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Employees involved in any capacity in the education of young people must represent the highest standards and values of the community. The purpose of this agreement is to establish ethical standards for the conduct of all employees of Pinnacle. Following these standards will ensure the highest principles of behavior and uphold the trust vested in us by our community. As an employee of Pinnacle, a person is placed under an affirmative duty to comply with various standards governing the ethical conduct of school employees. Following the standards will ensure the highest principles of behavior and uphold the trust vested in school employees by the community.

All Pinnacle employees shall:

- Treat students, parents, fellow employees, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
- Promote a safe, nurturing, and positive school and work environment.
- Establish and maintain open and positive communication with parents, students and fellow employees.
- Preserve the confidentiality of information (both written and verbal) concerning students, families, and employees, and avoid spreading rumors.
- Address problems and resolve grievances in an appropriate manner, beginning with the person closest to the problem.
- Demonstrate knowledge of and act in accordance with school policies and procedures, as well as legal and contractual standards, responsibilities, and obligations.
- Support the School Strategic Plan.
- Demonstrate a commitment to learning and professional growth.
- Dress appropriately.
- Model and promote appropriate language.
- Use facilities and equipment in an appropriate manner that protects the resources and property of the school. See computer usage section for what is appropriate.
- Protect school assets and financial resources by following accepted accounting practices and school policy.
- We will strictly adhere to the Utah Ethics Act and the Professional Practices and Conduct for Educators. See **APPENDIX D Utah Educator Ethics Guidelines**.

#### PP2. **CHANGE IN ASSIGNMENTS AND/OR STATUS**

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A Pinnacle employee who desires to change their assignments and/or their employment status and enumeration (i.e., going from full-time to part-time) must schedule an appointment with the CAO to discuss this proposed change. If the change is possible without disrupting teaching assignments or creating excessive workloads for other employees, the CAO may grant such a change. If a change is not possible, the employee and the CAO will discuss all the employee’s options at that point and the employee and administration will make a decision with the best information available at that time. Requests for change in teaching assignments for the following school year must be made in writing to administration by March 1 of the current year. (Revised 5/2017)

### PP3. TEACHING AND PROFESSIONAL STAFF OFFER OF EMPLOYMENT

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All employees of Pinnacle are “at will” employees who may be terminated at any time for any reason. No employee is automatically guaranteed a job for the following school year. Employees will be notified in writing if their offer of employment is terminated during its term or if their employment will not be renewed for the following year. Employees have the right to appear before administration and the Board to discuss their reasons for being released from their offer of employment and fine assessment. There is no tenure at Pinnacle. All other employees will receive yearly evaluations from the CAO and their direct supervisor and will be given offers of employment based on favorable evaluations and funding. **See section EP16 regarding evaluations.** Administration will enter into individual offers of employment with all employees that will be concise in form, and will adopt and incorporate by reference all provisions of The Pinnacle Code, the school’s policy manual. All employees will abide by all provisions of the school policy manual. All employees will be given offers of employment by March 15 of each school year with offers required to be returned by March 29 of each school year. (Revised 5/2017) An employee may terminate (breach) their individual Offer of Employment at any time. An employee who breaches their offer of employment by resigning after the signing of the current year’s offer of employment (March 30 – July 31) shall be assessed a \$2,000 fine. The fine for breaking an offer of employment during the contracted school year (August 1 – May 31) will be \$5,000. (Revised 1/2019) Fees may be waived at the discretion of the board if a teacher moves out of the Carbon/Emery area. Any fine owed by a teacher or a professional staff member will be deducted from the final paycheck. If a final paycheck has been issued, the employee will be sent a registered letter detailing the fine’s amount. Options for repayment will be discussed during the exit interview. If the teacher does not pay the fine in the time allowed, the teacher will be sent to collections. Fines will not be assessed for medical emergencies such as death or critical illness, or the relocation of a spouse to another area/state. (Board Approved 5/2020)

### PP4. DISCIPLINARY ACTION / PROBATIONARY STATUS

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**Disciplinary Action:** Disciplinary action may be taken against any Pinnacle employee for the following: unethical behavior (see **APPENDIX D Utah Educators’ Ethics Guidelines**), use of illegal drugs, alcohol or tobacco on school property or at school-sponsored events, sexual harassment, theft, pornography, discrimination, or fraternization as outlined in school policy. A remediation plan may be put into place to correct the employee’s issue(s), but if the action is grievous, then termination may be warranted.

**Probationary Status:** A Pinnacle teacher whose performance in their instructional assignment is inadequate or is in need of improvement may be placed on probationary status. The CAO or Elementary Principal will give the employee a written plan detailing ways to improve the educator’s status, specific objectives for them to meet, identify their mentor teacher, and state a schedule of additional evaluations to check their progress. Remediation for helping improve an educator’s deficiencies will include resources available, a recommended course of action, a corrective mentor teacher, and a timeframe in which to make needed improvements. The CAO, Elementary Principal and mentor teachers will complete all recommendations and evaluations for the probationary educator no later than March 31 of the current school year. The final evaluation will contain only data previously considered and discussed with the educator. The CAO will provide the Board of Directors with their recommendations and the probationary status will become part of the educator’s personnel file.

### PP5. DISCRIMINATION

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It is the express policy of Pinnacle to maintain learning and working environment that is free of discrimination. Pinnacle prohibits discrimination on the basis of disability, gender, race, national origin, or age. If any employee of Pinnacle knows of or has reason to believe that another employee is being harassed at the workplace on the grounds of race, sex, religion, or national origin, then the employee must promptly report such harassment to the Board. The report shall be made confidentially and the Board shall maintain the confidence of any report of such harassment. With the discretion of the Board, any employee engaging in such behavior would be subject to disciplinary action.

**PP6. DRUG, TOBACCO AND ALCOHOL POLICY – UNDER REVIEW**

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Pinnacle is committed to providing a workplace that is free from drugs, tobacco and alcohol. Employees of Pinnacle are expected to follow the federal, state and local laws regarding the use, distribution, manufacturing and/or possession of drugs, tobacco and alcohol. Violation of this policy may result in suspension, remediation and/or termination. All employees acknowledge the policy of Pinnacle to provide a drug-free working environment for its employees. All employees hereby consent to the inspection of their personal property located on the premises of the school. All employees agree to submit to personal drug testing requested by the school. Drug testing will occur on a random basis throughout the year. Refusal to submit to drug testing may be grounds for the termination of the employee. Pinnacle is a tobacco-free facility and no smoking is permitted on school grounds or at school-sponsored activities or field trips. Possession of or consumption of alcohol on school grounds, at school-sponsored activities and on school-sponsored field trips is prohibited. Employees that consume alcohol on school premises or school-sponsored field trips are at risk for disciplinary action, termination and/or licensure revocation and the Educators Ethics guidelines. A school employee with reasonable cause shall report immediately to the CAO if they believe that a student is in possession of or is consuming alcohol or is in possession of or smoking tobacco on school premises or at any school-sponsored activities. In addition, any acts prohibited by Utah Code pertaining to controlled substances or drug paraphernalia shall also be immediately reported to the CAO.

**PP7. EMPLOYMENT**

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The Board is recognized as the employer of all Employees at Pinnacle. The Board will endeavor to provide sufficient instructional materials and supplies to insure that all Employees will have the best possible access to materials to be successful in their job duties. The Board requires professional services and ethical behavior from all Employees. This includes acceptance of Pinnacle's programs as outlined by the Board and adherence to professional standards as outlined by individual professions. Employees agree to perform their duties as outlined in their job description and their individual offer of employment. The Employee is required to complete employment for the designated number of days, and at the times designated in the individual employment contract. The Board will make available a copy of The Pinnacle Code, the school policy manual, to each Pinnacle employee. Subject to the exclusive discretion of the Board, the following process will make amendments to this policy manual: drafting of changes and a majority vote by the Board in an open board meeting. Whenever The Pinnacle Code is amended, the date of the revisions/amendments will be noted on the Agreement.

**PP8. FRATERNIZATION**

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Pinnacle employees in a supervisory role cannot date or become romantically involved with, and/or engage in any fraternization or any such similar conduct, attempted or otherwise, with any other Pinnacle employee with whom they have a supervisor/superior subordinate relationship because of the concern that managerial- subordinate relationships present sexual harassment issues for the school. Employees that engage in fraternization as stated above will be subject to disciplinary action, termination and/or licensure revocation and the Educators Ethics guidelines.

**PP9. HIRING PROCEDURES**

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Applicants for employment at Pinnacle go through an interview process with Administration. The Elementary Principal and the CAO will make final decisions and make offers of employment.

**PP10. INITIAL EMPLOYMENT**

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Prior to being employed by the School, each prospective employee is required to consent to a background check on his/her qualifications to be an employee. The submission of an employment application shall constitute permission to investigate the

employment history of the applicant, criminal record, educational background and other matters. On or before September 1 of the current school year, the new employee must furnish evidence of a valid Utah teaching license, appropriate to the teaching assignment at Pinnacle Charter School. All Employees that are licensed within their professions must maintain current licensure and provide copies of continuing education credits upon completion of a class, course or instruction. Copies shall be provided to Pinnacle's HR Director and educator information will then be entered onto the CACTUS database. Employees need to follow all steps for relicensure found at the USBE website: <https://www.schools.utah.gov/curr/licensing/renewupgrade?mid=2467&aid=1>. (Board Approved 5/2020)

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**PP11. INSURANCE/RETIREMENT PLAN OPTIONS**

In addition to a salary, a licensed educator, professional staff and administration may be offered the following benefits: health, dental and vision insurance, long-term disability insurance, term life insurance, six-week maternity leave, personal days, retirement plan and professional liability insurance. These options will be presented at time of hire and forms will be completed with the HR Director in the school office. (Revised 5/2017)

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**PP12. ISSUE RESOLUTIONS**

Issue Resolutions are appropriate when (a) a cause of uneasiness or distress is felt by an Employee, (b) A working condition is considered unsatisfactory, (c) a complaint alleging unfair treatment is lodged against a Pinnacle staff, CAO, or agents thereof and/or (d) a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the Provisions of this Agreement. Any Employee may submit an issue for resolution. One or more employees may be party to a single issue offered for resolution. It is the intent of the Pinnacle Administration and Board of Directors to resolve all issues promptly, informally and confidentially at the lowest possible administrative level and to secure equitable solutions. Nothing herein contained will be construed as limiting the right of the aggrieved party to discuss the matter informally with any appropriate member of administration and having the issue adjusted, provided the adjustment is consistent with the terms of this Agreement.

The following procedure will be used to address any issues that need to be resolved. **Level One:** The aggrieved party must first discuss the issue with their immediate supervisor with the objective of resolving the matter. **Level Two:** The aggrieved party may discuss the issue with the CAO with the objective of resolving the matter. **Level Three:** When no mutually agreeable resolution is reached in Level Two, the aggrieved party will file a written grievance to the President of the Board of Directors. The Board will be convened within 10 working days with the objective of resolving the matter. The aggrieved party will be notified in writing of the decision of the Board concerning the issue within five working days of the decision having been made.

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**PP13. NEPOTISM**

Pinnacle may employ more than one family member. No person shall directly supervise a member of his/her immediate family. "Immediate family" includes the employee's spouse, a significant other, child, daughter/son-in-law, father, mother, sister, brother, grandchild, grandfather, grandmother, ward or comparable relative of a spouse or significant other. No employee's family member shall be given preferential treatment unrelated to that person's qualification, credentials and record.

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**PP14. PERSONAL/SICK LEAVE**

Personal/sick leave is not an earned right, it is a benefit provided to help in time of need. Therefore, it is important to limit personal/sick leave to times of illness or injury and to use personal/sick leave in a responsible manner. The CAO and/or the Elementary Principal are to be notified as promptly as possible when personal/sick leave situations occur and are to be kept



informed of progress. An annual statement of personal leave will be given to each Employee. A full time employee receives the following:

Years of Employment	# of Personal/ Sick leave days	# days from current year to roll over
1 - 3 years	5 days	3 days
4 - 10 years	10 days	8 days
11 - 15 years	11 days	9 days
15+ years	12 days	10 days

Employees must turn in the appropriate form online for personal leave in order to get approval. Forms will be turned into the HR Director in the office in order for the personal leave days to be tracked. When absent for illness, the form must be turned in immediately after the employee returns to work. With the consent of the CAO, the full time employee’s personal leave may be granted. The CAO will determine if the day(s) will be approved. This leave must be applied for at least two weeks before the educator desires the leave, except for in the event of an emergency. When employees go over the allotted number of days assigned to them, any leave taken over the accrued sick days, donated days, etc. will be deducted in the amount they are paid (their hourly rate or the rate of salaried pay, not the amount of pay to pay the substitute). Employees are strongly discouraged from scheduling lengthy voluntary absences during the school year. **Personal leave may be taken the day before or after a school holiday for the following specific reasons: (1) weddings of immediate family members (children, parents, grandparents, siblings, grandchildren or the same to one’s spouse or other person living in the same house as the employee), (2) graduations of immediate family as listed above, (3) required court appearances or other personal matters that require employee’s attendance, and/or (4) circumstances as approved by the CAO. Employees may not take any leave in the first ten days of school or during the month of May except for: (1) weddings of immediate family members (children, parents, grandparents, siblings, grandchildren or the same to one’s spouse or other person living in the same house as the employee), (2) graduations of immediate family as listed above, (3) required court appearances or other personal matters that require employee’s attendance and/or (4) circumstances as approved by the CAO. Upon termination of employment Pinnacle will make payment to an educator at the rate of \$15.00 per day for any unused personal/sick leave up to 140 days.**

Paid personal/sick leave is a benefit for full-time employees.

**PP15. PERSONNEL FILE**

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An Employee’s personnel file subsequent to the initial hiring is available to the Employee for inspection. The following items may be retained in an Employee’s personnel file: Current Copy of Resume, Copy of Offer of Employment, Evaluations, Transcripts, Letters of recognition, Postgraduate credits, Letters of reprimand, Awards, Copy of Current license in related field, Background checks and/or Drug testing results.

**PP16. PROFESSIONAL/SABBATICAL LEAVE**

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**See section AP11, Sabbatical Leave**

**PP17. REDUCTION IN FORCE**

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A reduction in force may become necessary when there has been a reduction of revenue due to decreased enrollment, increased expenses, etc., a program or service has been eliminated, and/or a budget deficit occurs in the maintenance and operations account.

PP18. **REMUNERATION**

The employee will be paid on a twelve month semi-monthly pay period schedule where the employee’s annual salary is divided by 24 pay periods. An employee’s daily rate of compensation will be computed as the amount equal to the ratio of the employee’s annual salary to the number of contracted school days. That is, the numerator is the annual salary divided by the denominator, the number of contracted school days. When the School is closed because of an act of nature or an event outside the control of the School, the Employee will be paid for the full time period the School is closed at the Employee’s contracted salary rate provided the Employee performs an equivalent number of hours at another time during the School year.

An Employee whose employment contract is terminated prior to the completion of the current school year will receive all monies earned but unpaid on the first day of the following month on the next available payday. Part-time hourly Employees are paid only for time actually worked and do not receive personal/sick leave. Full-time hourly employees earn five (5) paid personal/sick days per year and will follow the **Personal/Sick Leave schedule in section PP14 PERSONAL/SICK LEAVE**. Excessive absences from work may be grounds for termination. Hourly Employees will use the timekeeping system per HR guidelines.

**Pay period options/direct deposit/pay days.** Employees are required to have their checks direct-deposited into their bank account (See HR Director for the appropriate form). Paydays are on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

**Insurance Benefits.** The founding full-time employees of the school will always have their health insurance paid 100% by the school as long as they are consecutively employed by Pinnacle. Upon retirement, administrator level personnel will receive five years of health, vision and dental insurance paid at 100%.

**Pinnacle’s Teacher Salary Schedule (Board approved 4/21/21)**

STEP	BACHELOR'S DEGREE	BACHELOR'S DEGREE (+20 HRS) +\$1,000	MASTER'S DEGREE +\$3,000	MASTER'S DEGREE (+20 HRS) +\$4,000
S1	\$42,500	\$43,500	\$45,500	\$46,500
S2	\$43,150	\$44,150	\$46,150	\$46,150
S3	\$43,800	\$44,800	\$46,800	\$47,800
S4	\$44,450	\$45,450	\$47,450	\$48,450
S5	\$45,100	\$46,100	\$48,100	\$49,100
S6	\$45,750	\$46,750	\$48,750	\$49,750

Salary steps are set based on the teacher’s initial hiring after 2009 when the State Legislature funded salary increase. This schedule does not reflect the \$4,200 Legislative Educator Salary Adjustment given at the time. Currently, teachers are locked into their salary step until the legislature funds additional salary money. If the State Legislature grants an increase in the WPU, the Administration will determine if, and how, it will be distributed in the Salary Schedule. Beginning teachers at Pinnacle start at Step 1 unless they come in with teaching experience, then they would be credited up to Step 4.

The type of endorsement and number of endorsements credited must be approved by Administration. As of the 2014-2015 school year, the only compensated endorsement in the Offer of Employment is Special Education. Teachers who have their schooling paid for by Pinnacle have the additional option of buying out time owed to the school, instead of accepting the salary increase (\$1,000 = 1 year). Teachers must complete training for re-licensure points every year to keep their license

current. It is the teacher's responsibility to keep track of re-licensure points. The State Office of Education Licensing Division sets criteria for approved training. List of fully acceptable renewal categories can be accessed at <https://www.schools.utah.gov/curr/licensing>.

#### PP19. **SERVICE LEAVE**

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All employees will be eligible for military leave, jury duty leave, and public office leave pursuant to the state and federal laws.

#### PP20. **BEREAVEMENT**

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All employees are eligible for three days bereavement for the death of an immediate family member (father, mother, siblings, father-in-law, mother-in-law, spouse, child, grandparent) or as approved by the CAO.

Three-day paid bereavement is a benefit for full-time employees. Extended bereavement is offered on an as needed basis approved by the HR Director and/or CAO.

#### PP21. **FMLA LEAVE**

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Although FMLA (Family Medical Leave Act) leave is unpaid, during any FMLA leave, wherever permitted by law, employees must use any accrued paid time off, including vacation leave, sick leave and any other time off. FMLA leave does not constitute a break in service for purposes of longevity, seniority or any employee benefit plan. If employees provide notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, Pinnacle may require employees to attempt to make such arrangements, subject to approval of the employee health care provider.

#### PP22. **MATERNITY/PATERNITY POLICY**

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Full time employees may take six weeks of maternity/paternity leave after the birth of their child by utilizing the benefits afforded to full time employees through short-term disability. Each full time employee must use short-term disability in order to exercise their maternity/paternity leave. Employees will receive six weeks of maternity/paternity only and sick leave/personal days cannot be used to extend the six weeks without extenuating reasons documented by a physician and then only with approval by the CAO. All PTO must be used before short term disability is applied for.

#### PP23. **PLANNED MEDICAL TREATMENT**

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When planning medical treatment, employees must consult with Pinnacle administration and make a reasonable effort to schedule treatment so as not to unduly disrupt the operations of the school. Medical treatment is subject to the approval of an employee health care provider. Employees must consult with Pinnacle prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both Pinnacle and the employee. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, Pinnacle may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

**PP24. RULES GOVERNING A DRUG-FREE WORKPLACE**

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- Provide a safe and productive work environment that is free from the effect of unlawful use, distribution, dispensing, manufacture, and possession of controlled substances or alcohol use during work hours.
- Identify, correct and remove the effects of drug and alcohol abuse on job performance.
- Assure the protection and safety of employees and the public.
- School employees may not unlawfully manufacture, dispense, possess, distribute or use any controlled substance or alcohol during working hours, on state property, or while operating a state vehicle at any time, or other vehicle while on duty except where legally permissible.
- All drug or alcohol testing shall be done in compliance with applicable federal and state regulations and policies.
- All drug or alcohol testing shall be conducted by a federally certified or licensed physician or clinic or testing service approved by the state or federal government.
- Drug or alcohol tests with positive results or a possible positive result shall require a confirmation test.
- Employees are subject to one or more of the following drug or alcohol tests due to: Reasonable suspicion, Critical incident, Post accident, Return to duty, Follow up, Random and/or Pre-employment.

The testing will be done at the discretion of the school. Administration will take disciplinary action if there is a positive confirmation test for a controlled substance, results of a confirmation test for alcohol are positive, employee refuses to take a confirmation test, and/or employee is unable to provide a sample during the randomly selected test. Disciplinary action may include immediate dismissal or a remediation plan.

**PP25. SCHOOL DAYS**

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School days refer to instructional days and days used for educational conferences, conventions, workshops or institutes. Pinnacle follows the State’s guidelines for the amount of school days and instructional time required for each school year. School days will not occur on Saturdays, Sundays, or designated holidays. If the Board requires an employee to perform duties during a designated holiday, Saturday, or Sunday, the employee will be paid the hourly rate for the time rendered. School days are not the same as contract days. Contract days may include school days and additional training days, etc.

**PP26. SEXUAL HARASSMENT**

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All employees acknowledge the policy of Pinnacle to maintain a learning and working environment that is free from sexual harassment and verbal/physical abuse. Pinnacle prohibits any form of sexual harassment and/or verbal/physical abuse. It shall be a violation of this policy for any employee to harass a student or another employee through conduct or communication of a sexual and/or abusive nature.

**PP27. TERMINATION PROCEDURES**

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Employees that have terminated their contract either voluntarily or by Pinnacle will complete an exit interview and checklist so that all school materials, curriculum, policy manual, school property and keys are properly collected. The employee’s final paycheck will be given to the employee within 72 hours of termination.

**PP28. VOLUNTEER LEAVE SHARING**

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It is the intent of the personal leave policy of Pinnacle that employees use the allocated leave sparingly to build a reserve for use in catastrophic conditions. In special situations, employees may donate leave to another employee in need. If an employee

is in need, a special leave bank may be set up to accommodate their needs, but this policy does not guarantee such an account. It just allows for that option.

#### PP29. **MENTORING PROGRAM**

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A mentor teacher program has been set up to mentor and guide new educators through their initial years of teaching at Pinnacle. Teachers who are new to the profession will be mentored by a designated, qualified master teacher to assist them with understanding the school culture, school philosophies, routines, procedures, and day-to-day details. Mentors will meet with their mentee to review curriculum, classroom management, lesson planning, classroom observations and peer mentoring as needed. Teachers who come to Pinnacle with an LEA-specific Associate license or working through LEA-approved APPEL licensure program will have a mentor for at least three years. These new teachers will complete licensure requirements through USBE’s licensing standards. See section **AP 17 EDUCATOR LICENSING** for USBE licensing link. (Board Approved 5/20)

#### PP30. **CONTINUING EDUCATION PAYMENT/COMMITMENT**

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The Board shall pay teachers, teacher assistants, and other personnel as approved by the Board an amount of money, for any courses taken in any school year under this agreement, based on the following:

- All graduate and continuing education courses must be approved in advance by the CAO. Applicants for course prepay/reimbursement shall be notified within 14 days from receipt of request by the CAO whether approval has been granted.
- Prepayment for courses may occur if approved by the CAO. Reimbursement will be made no later than one month after submission of a transcript indicating the course has been completed with a minimum of a C and evidence of the tuition paid. The Transcript shall be submitted within 90 days of the course completion. Staff members must earn a grade of C or higher or must repay the full amount of tuition and fees paid( if prepayment was made by Pinnacle and within one month. Employees can have the payments deducted from their monthly paycheck. (Board Approved 5/2020)
- For every \$1,000 in education tuition reimbursement, Employee will owe Pinnacle one (1) full year of full-time employment (39 weeks @ 40 hours/week).
- shall the Employee leave Pinnacle before working to fulfill the full-time employment commitment, Employee will repay the balance of the amount reimbursed or paid by Pinnacle upon termination. The balance owed to Pinnacle will be paid in full within 30 days of termination.
- If an employee attends Western Governors University, they must complete at least 12 competency units per term. Pinnacle prefers 15 competency units, but 12 units is the minimum.
- The employee or staff member will complete the “Educational Tuition Reimbursement Agreement” prior to any educational monies being paid or reimbursed.

#### PP31. **UTAH PUBLIC OFFICERS AND EMPLOYEES’ ETHICS ACT**

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The intent of Utah Public Officers’ and Employees’ Ethics Act is to promote the public interest and strengthen the confidence of citizens in the integrity of their government and to allow public employees to take advantage of opportunities available to all other citizens to acquire private economic or other interest where it will not interfere with the full and faithful discharge of their public duties. <https://le.utah.gov/xcode/Title67/Chapter16/67-16.html>

**Non-Education-Related Outside Employment:** A Pinnacle employee who participates in a non education-related employment or business activities outside of their school employment may not (1) Accept employment or engage in an business or professional activity that would require disclosure of controlled information gained by reason of their employment; (2) Disclose controlled, protected, or private information gained by reason of their employment to secure personal privileges or exemptions of self or others; (3) Use their positions as a school employee to further their own personal economic interest or

secure special privileges or exemptions for self or others or (4) Accept outside employment that may impair independence of judgment in performing their public duties.

Accepting Gifts or Compensation: A school employee may not accept or seek, directly or indirectly, for themselves or another, any gift or compensation where (1) It would improperly influence the performance of job responsibilities, (2) It is intended as a reward for official action taken; (3) The employee is currently, or in the near future will be involved in action directly affecting the donor, unless a disclosure of the gift or compensation and other relevant information has been made to administration. A school employee who is not involved in the procurement of goods or services, may accept an occasional non monetary gift having a value not exceeding \$50.00.

Meeting with Students Outside Normal School Day: School instruction, counseling and other administrative tasks relating to students which require the presence of students shall be accomplished on school premises within the normal school day. (1) Approval of the school principal is required whenever it becomes necessary for a school employee to meet with a student outside of the normal school day. (2) Notice shall be given to a parent or legal guardian before detaining any student after school. (3) If detention is necessary for a student's health or safety, and exception may be made to the notice requirement. (4) School personnel are not authorized to invite school-aged persons from Pinnacle to the employee's home, authorization for family friends (i.e., employee's own children, friends, relatives, etc.) must be obtained before the student may visit any employee's home. (5) All extra-curricular student activity programs require authorization of the school principal or CAO. (5) School employees shall avoid traveling alone with a student.

Social Networking: Facebook, Instagram, SnapChat, Tumblr, etc.: Employees of Pinnacle are prohibited from accepting friend requests, soliciting friend requests and communicating with students through electronic meeting sites. Employees engaging in the above activity will be terminated. Employees of Pinnacle shall not engage in cell phone conversations with students unless otherwise approved. Employees may not post images of students on a personal page. Never discuss students, parents or colleagues on a personal page. Employees must inform parents if a student contacts the employee via a social networking site. Monitor your site and remove postings from friends that are inappropriate, even if labeled private they are still accessible to the public. Only post what you want the world to see. Employees may not use school logos, mascots, symbols etc. on their personal webpages. Employees who use school resources to create, maintain, or post to personal web pages or the pages of others have no expectation of privacy and their activities may be subject to review by school or administration personnel. Social networking sites established by the school may be accessed by teachers and students per school guidelines.

#### **PP32. EMPLOYEE FEE AGREEMENT**

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Employees of Pinnacle agree that any fees (i.e., lunch fees, daycare fees, library fees, t-shirts/clothing fees, school trip fees, registration fees, activities fees, etc..) accrued by the employee will be automatically deducted from their paycheck unless paid for upfront. This agreement includes any fees and/or fines accrued or acquired under the terms of the offer of employment (contract employee). The employee understands that by signing this agreement, they will be subject to payment of all fees described above in full at the time of purchase or at the time of involuntary/voluntary termination. This agreement includes the use of Pinnacle's credit cards. If receipts for purchase on the credit cards are not submitted with the credit card statement by the deadline set by the Business Manager, all charges will be deducted from their paycheck in full at time of purchase or at any time of involuntary/voluntary termination. If any purchase is deemed a non-school purchase, those purchases will be deducted with the same terms as stated above. Employees also understand that signing their offer of employment obligates them to uphold the terms of payment for fees and/or fines, as defined in their offer of employment and in the Pinnacle Code. All keys and key cards are the property of Pinnacle and must be returned upon request. If keys and key cards are lost and/or not returned upon request, the employee is subject to a \$700 rekeying fine. Employees and children are given the benefit of having the school pay for their lunches. (added 8/2017) (Updated and Approved 5/2020)

#### **PP33. TITLE I TIME AND EFFORT REPORTING**

**TIME AND EFFORT REPORTING:** Employees that are working in the Title I programs need to be aware of the policy and procedures required for Time and Effort certification and documentation. All employees that are identified as a Title I employee are required to sign and certify that they are aware of the time and effort requirements. Please see sample of documentation.

#### **Time-and-Effort Reporting – Substitute System**

State educational agencies (SEAs) are authorized to approve local educational agencies (LEAs) to use a substitute system for time-and-effort reporting in accordance with the following guidelines. In permitting an LEA to use the substitute system, the SEA must obtain from the LEA a management certification certifying that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additionally, the certification must include a full disclosure of any known deficiencies with the system or known challenges with implementing the substitute system. This certification may be used by auditors and SEA oversight personnel when conducting audits and sub-recipient monitoring of the substitute time- and-effort system.

#### **System Guidelines**

- (1) To be eligible to document time and effort under the substitute system, employees must (a) currently work on a schedule that includes multiple activities or cost objectives that must be supported by monthly personnel activity reports, (b) work on specific activities or cost objectives based on a predetermined schedule; and (c) not work on multiple activities or cost objectives at the exact same time on their schedule.
- (2) Under the substitute system, in lieu of personnel activity reports, eligible employees may support a distribution of their salaries and wages through documentation of an established work schedule that meets the standards under section (3). An acceptable work schedule may be in a style and format already used by an LEA.
- (3) Employee schedules must (1) indicate the specific activity or cost objective that the employee worked on for each segment of the employee's schedule, (2) account for the total hours for which each employee is compensated during the period reflected on the employee's schedule; and (c) be certified at least semiannually and signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.
- (4) Any revisions to an employee's established schedule that continue for a prolonged period must be documented and certified in accordance with the requirements in section (3). The effective dates of any changes must be clearly indicated in the documentation provided.
- (5) Any significant deviations from an employee's established schedule, that require the employee to work on multiple activities or cost objectives at the exact same time, including but not limited to lengthy, unanticipated schedule changes, must be documented by the employee using a personnel activity report that covers the period during which the deviations occurred. States shall put forth guidelines and examples for what constitutes a significant deviation from an employee's established schedule that would warrant an individual reverting to a personnel activity report.

#### **PP34. SOFT CLOSURE COMPENSATION AND PROGRAM FUNDING PLAN (Board Approved 5/2020)**

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Effective May 1, 2020 - June 30, 2020

The Pinnacle Canyon Academy Board of Directors may formally enact this policy and these procedures during school closures, extraordinary circumstances, and emergency situations. The Board shall make a formal declaration through a Board resolution to enact the provisions of this policy and these procedures. The Board may authorize compensation to employees during school closure and other *temporary* extraordinary circumstances--even though employees may not be able to perform work under the extraordinary circumstances in exchange for compensation. **Retroactive Implementation:** The Board may enact this policy and these procedures retroactively at the Board's discretion.

#### **Criteria for Paid Time Off**

All of the following criteria must be met before paid time off during school closure or extraordinary circumstances can occur:

1. All reasonable alternatives have been explored and exhausted for gainful employment and work in relation to the employee's current position(s).
2. Pinnacle and the employee intend to continue employment to the end of the school year, after the school closure, or after the extraordinary conditions.
3. The employee has completed all possible training and professional development opportunities that are available online or through self-directed opportunities.
4. There are no other reasonable work opportunities available--including work opportunities in other programs.

#### **Signed Statement of Eligibility & Time Clock Records**

Records shall include a statement of eligibility that is signed by *all* of the following:

1. The employee
2. The employee's supervisor
3. The CAO (or designee)

Paid time off for each day shall be recorded in the time clock system separate from actual work time. Time to be paid must be approved in the time clock system by 1) the employee, and 2) the employee's supervising administrator.

Link: Suggested Form for Paid Time Off During School Closure & Extraordinary Circumstances

#### **Management Plan & Schedule**

The employee and supervisor shall create a management plan and schedule that articulates planned work time and planned paid time off through the covered time period. The management plan and schedule shall be signed by all of the following:

1. The employee
2. The employee's supervisor
3. The CAO (or designee)
4. The Payroll Specialist

**Link:** Example Management Plan & Schedule for the same paraprofessional working in both the Special Education & Reading programs

#### **Compensation Expenditures Charged to Federal & State Grants & Programs**

Compensation related expenditures for employees who qualify for paid time off in relation to this policy and these procedures shall be charged to the employee's regular position and program. This includes compensation related expenditures for Federal and State grants and programs. Only normal time associated with each program shall be charged to each program. This time shall be validated by a compensation agreement and/or actual work time trends that occurred *before* the school closure or extraordinary circumstances. Compensation shall be calculated based upon the normal average hours per day/week the employee worked *before* the school closure or extraordinary circumstances occurred. Compensation shall also be calculated based upon the employee's regular wage rate or salary.

**Maximum Compensation:** Compensation may not exceed the maximum amounts allowed in the agreed upon employment compensation agreement.

**Example:** If a paraprofessional agreed to a compensation agreement of 711 hours for the entire school year, compensation may not exceed 711 hours for the entire school year.

**Example:** If a paraprofessional agreed to a compensation agreement of 3.95 hours per day, compensation may not exceed 3.95 hours per day.

#### **Compensation & Program Expenditures - Examples:**

If a paraeducator paid for by 100% of IDEA funds was on a 3-1/2 hour per day schedule and works one hour in the interest of that program and students within that program during this situation, the paraeducator may be paid the full 3-1/2 hours from IDEA. The paraeducator *may not be paid* for additional time beyond the one hour s/he worked using this funding source *if*



s/he worked in another open program. **Time worked in another program must be charged to the other program.**

If a paraeducator that is paid from state special education funds and s/he was working a 3-1/2 work schedule and works only one hour, the paraeducator may be paid the full amount of their schedule as long as their one hour of work was in the interest of the program and individual students within the program. **Time worked in another program must be charged to the other program.**

The CAO shall provide a report to the Board of Directors. The report shall include a list of all employees receiving paid time off under this policy and these procedures.

Pinnacle is an Equal Opportunity Employer. Beaver County School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or on any other basis required by law

Fact Sheet - Department of Education

USBE Guidance - Email

Deseret News: Utah K-12 school buildings closed to students for rest of academic year

Utah State Board of Education: Extended School "Soft Closure" Frequently Asked Questions (FAQs)

**Coronavirus (COVID-19) Information and Resources**

PP35 **EMPLOYEE INSURANCE COVERAGE NOTIFICATION AGAINST LEGAL LIABILITY** (Board Approved 6/2021)

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Pinnacle Canyon Academy and its employees are covered for liability by The Utah State Risk Management Fund. Lawsuits are defended by the Litigation Division of the Utah Attorney General's Office. Utah State Risk Management Fund covers civil claims or a civil lawsuit for damages occurring during the performance of duties, within scope of employment, under color of authority. Under the Governmental Immunity Act of Utah you may have the right to have any lawsuit defended by an attorney at no cost to you, to have any claim settlement paid on your behalf and to have any judgment entered against you paid for you. Your rights to defense and payment of claims or judgments do not cover acts or omissions involving fraud, willful misconduct, impairment due to your use of alcohol or drugs, false testimony, child sexual abuse or special education. More information can be found at: <https://risk.utah.gov/wp-content/uploads/School-District-Legal-Liability-Information.pdf>

PP36. **EDUCATION ASSOCIATION LEAVE** (Board Approved 6/2021)

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Via request from the employee, the employee will be allowed unpaid leave for attending education association meetings.

PP37. **PAYROLL DEDUCTIONS** (Board Approved 6/2021)

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Pinnacle employees may not have payroll deductions to cover union dues or for any political purposes.

PP38. **JOB REQUIREMENTS** (Board Approved 6/2021)

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As of August 2021, Pinnacle employees are required to have the COVID-19 vaccine to meet the requirements of employment.

PP39. **LICENSING OF MATERIAL DEVELOPED WITH PUBLIC EDUCATION FUNDS** (R277-120)

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If an employee of Pinnacle develops public education materials as part of the employee's employment, the public education materials shall be the property of the Board, subject to licensing in accordance with R277-120-3. Administration may share

such materials developed with LEA funds through UEN, where appropriate, or through other appropriate means. Individuals or entities that share or adapt public education materials shall provide attribution to the Board, provide a link to the license, indicate if any changes were made to original materials, and will not indicate in any way that the Board endorses any adaptation of materials without express consent of the Board.

Administration may request a copy of shared or adapted public education materials provided to the Board. For public education materials developed with the LEA's funds, Pinnacle will share public education materials with a CC-BY license (a copyright license developed by Creative Commons) and such materials require attribution to Pinnacle. Pinnacle will not charge third parties for use of materials. Pinnacle reserves the right to review and approve materials developed by employees on contract time. Pinnacle requires employees to ask administration before sharing materials purchased with LEA funds or specifically licensed for LEA use. Pinnacle will not charge an educator in a Utah public school for use of materials developed with LEA funds. Educators may only share materials consistent with the Utah Professional Educator Standards (R277-217) and may not share materials that advocate illegal activities or in any way are inconsistent with the educator's legal and role model responsibilities.

#### **PP40 PINNACLE STAFF CODE OF CONDUCT (R277-322)**

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Pinnacle has adopted a model code of conduct/appropriate behavior policy per board rule. A Pinnacle staff member shall

1. avoid boundary violations
2. not subject a student to physical abuse, verbal abuse, sexual abuse or mental abuse
3. report immediately to administration and/or the proper authorities any suspected incidents of physical abuse, verbal abuse, sexual abuse, mental abuse or neglect.
4. not touch a student in a way that makes a reasonably objective student feel uncomfortable;
5. not participate in sexual conduct with a student;
6. use appropriate verbal or electronic communication between a staff member and a student;
7. not provide gifts, special favors, or preferential treatment to a student or group of students;
8. not discriminate against a student on the basis of sex, race, religion, or any other prohibited class;
9. appropriately use electronic devices and social media for communication between a staff member and a student;
10. not use of alcohol, tobacco, and illegal substances during work hours and on school property;

A Pinnacle staff member is required to:

1. report any suspicion of child abuse or bullying immediately to administration and/or the proper authorities;
2. annually read and sign all policies related to identifying, documenting, and reporting child abuse; and
3. for an employee or contractor, annually attend abuse prevention training required in Section 53G-9-207.

Pinnacle shall annually provide training to staff regarding the policy, including the staff member's responsibility to report and how to report:

1. (a) known violations of the LEA's code of conduct/appropriate behavior policy; and
2. (b) known violations of the Utah Educator Standards contained in R277-217.

A Pinnacle staff member shall annually sign a statement acknowledging that the staff member has read and understands the code of conduct/appropriate behavior policy.

#### **PP41 PROHIBITING LEA AND THIRD PARTY PROVIDERS FROM OFFERING INCENTIVES (R277-417)**

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Pinnacle will not use public funds to provide incentives to students, parent or guardian, individual or group of individuals for enrollment in the LEA, participation in an LEA program, or a referral bonus for a student's enrollment in the LEA. Pinnacle will not use public funds to provide a disbursement to a student or a student's parent or guardian for curriculum exclusively selected by a parent, instruction not provided by the LEA, private lessons or classes not provided by an employee of the LEA or a third party provider, technology devices exclusively selected by a parent or other educational expense exclusively selected by

a apparent. Pinnacle may use public funds to provide to provide technology devices, curriculum or materials and supplies to a student if such material are available to all students enrolled in the LEA or program within the LEA or if authorized by the student's college and career readiness plan, IEP or section 504 accommodations or internet access for instructional purposes to a student. Pinnacle will ensure that equipment purchased or leased by the LEA or third party provider remains the property of the LEA and is subject to the Pinnacle's asset policies.