

# THE PINNACLE CODE

The School Policy Manual for Pinnacle Canyon Academy

A Public K-12 Charter School

210 North 600 East, Price, Utah 84501

(435) 613-8102 ↔ (435) 613-8105 (fax)

<http://www.pcaschool.com>

*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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REVIEWED August 2025

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## 2.1 SCHOOL POLICIES

### 2.1.1 ENROLLMENT

**BOARD APPROVED:** June 23, 2021

**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.

### 2.1.2 SCHOOL HOURS, EARLY RELEASE DAYS AND NUMBER OF SCHOOL DAYS

**BOARD APPROVED:** May 20, 2025

**PINNACLE SCHOOL HOURS:** Monday - Thursday 8:30 a.m. - 3:00 p.m. and Fridays 8:30 a.m. - 12:30 p.m.

**PINNACLE EARLY RELEASE DAYS:** Pinnacle has early release Fridays at 12:30 p.m. to provide Pinnacle staff scheduled time for training, meetings, and planning time. All early release days (regardless of the day of the week) will release at 12:30 p.m.

**NUMBER OF SCHOOL DAYS:** 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. The updated school year calendar is posted on the school's webpage: [www.pcaschool.com](http://www.pcaschool.com)

### 2.1.3 TRANSFER STUDENT CODES

**BOARD APPROVED:** June 23, 2021

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.

### 2.1.4 STUDENT PERMISSION SLIPS

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.

### 2.1.5 REGISTRATION AND OTHER SCHOOL FEES

**BOARD APPROVED:** June 9, 2026

The Board can change fees without prior notice. These amounts are based on the current online payment system (fees included), however, there is a cash ONLY discount. Pinnacle will accept cash payments, however all cash payments must be paid directly to Pinnacle's Business Manager. All check and credit card payments must be done using the current online payment system (found on the school's webpage). In December 2024, the administrative term discussed changing the school fee schedule. It was decided going forward from December 2024 to eliminate all fees except for the Foreign Exchange Student Fees (as noted in the below schedule)

| ITEM                                                                                                                                                                                                                                                                                                                                                                          | Amount<br>(Cash ONLY discount) | Amount<br>(if paid on online) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|
| Graduation Fee                                                                                                                                                                                                                                                                                                                                                                | No fee                         | No fee                        |
| F1 Foreign Exchange Student Fees                                                                                                                                                                                                                                                                                                                                              | n/a                            | \$6,900 + I20 Fee<br>\$150    |
| Middle School Sports Fee (per sport)                                                                                                                                                                                                                                                                                                                                          | No fee                         | No fee                        |
| High School Sports Fee (per sport)                                                                                                                                                                                                                                                                                                                                            | No fee                         | No fee                        |
| Driver's Education Fee                                                                                                                                                                                                                                                                                                                                                        | No fee                         | No fee                        |
| Food and Nutrition<br>*see section S10 <b>SCHOOL BREAKFAST/LUNCH</b> for details                                                                                                                                                                                                                                                                                              | All students eat for free      | All students eat for free     |
| OTHER PURCHASES: (i.e. yearbooks, school apparel and optional class purchases) may also be available throughout the year                                                                                                                                                                                                                                                      |                                |                               |
| A DONATION is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class or program. Pinnacle may solicit and accept a donation or contribution in accordance with the LEA's policies, but all such requests must clearly state that donations and contributions by a student or parent are voluntary. |                                |                               |

## **2.1.6 PINNACLE FEE WAIVER POLICY**

### **I. Purpose**

The purpose of a Fee Schedule and a Fee Waiver is to provide educational opportunities for all students. This allows the school to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in school-sponsored activities. Pinnacle abides by the State Board of Education's rules direct the Board of Directors to implement policies regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution which vests general control and supervision of the public education system in the State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature. State Law also allows schools to establish money collection and handling procedures.

### **II. Policy**

Under the direction of the Board of Directors, the principal is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/ guardians.

### **III. Classes and Activities During the Regular School Day**

No fee may be charged in kindergarten through fifth grades for materials, textbooks, supplies, or for any class or activity, including assemblies and field trips. Textbook fees will be charged in grades six through twelve if a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc. In order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver provisions of Utah Administrative Code R277-407-6. Students of all grade levels may be required to provide materials for their optional projects, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students. Student supplies must be provided for elementary students. Secondary students may be required to provide their own student supplies.

Elementary and secondary students may be required to replace supplies provided by the school which are lost, wasted or damaged by the student through careless or irresponsible behavior in which a fee waiver will not be applicable for such damages.

### **IV. School Activities Outside of the Regular School Day**

Fees may be charged, subject to the Board approved fee schedule, in connection with any school-sponsored activity which does not take place during the regular school day, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day. Such fees are subject to the fee waiver requirement.

### **V. General Provisions**

No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Directors and distributed in an approved fee schedule. Fee schedules and policies for the School shall be adopted at least once each year when the Board of Directors adopts its annual budget in a regularly scheduled public meeting of the Board.

Principals shall ensure that written copies of the School Fee Schedule and Waiver Policy are included with all registration materials provided to potential or continuing students. School procedures for obtaining the waivers and for appealing a denial of a waiver shall be provided as soon as possible prior to the time the fees become due. No present or former student may be denied receipt of unofficial transcripts or diplomas for failure to pay school fees.

- A reasonable charge may be made to cover the cost of duplicating or mailing Transcripts or other school records.
- No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll. In accordance with Utah Code Ann. § 53A-11-806, any school whose property has been lost or willfully cut, defaced, or otherwise injured may withhold the issuance of official written grade reports, diploma, and transcripts of the student responsible for the damage or loss until the student or the student's parent or guardian has paid for the damages.
- Students shall be given notice and an opportunity to pay fines prior to withholding Issuance of official written grade reports, diplomas and transcripts.
- If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the school in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then, the school may provide for a program of voluntary work for the student in lieu of the payment.

## **VI. Waivers**

To ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee, the school will provide for adequate waivers or other provisions in lieu of fee waivers. The procedure will include the following:

- The principal will administer the policy and grant waivers.
- The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents.
- The Principal will inform patrons of the process for obtaining waivers.
- Students who are granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know of the waiver.
- Fee waivers or other provisions in lieu of fee waivers are to be available to any eligible student.

## **VII. Eligibility for fee waivers**

- A. Inability to pay is presumed for students who are:
  - In state custody or foster care, or
  - Receiving public assistance in the form of Aid to Families with Dependent Children, or Supplemental Security Income (SSI), or
  - Are eligible for free school lunch (if applicable)
- B. Case by case determinations are to be made for those who do not qualify under one of the foregoing standards but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens such as loss or substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee.
- C. In accordance with Utah State Code §53A-12-103.5, a parent or guardian of a student applying for a fee waiver is to provide documentation and certification of eligibility including income tax returns or current pay stubs.
- D. If a student is eligible for waivers, textbook fees must be waived; no work alternative is permissible. A student may however, be offered a work alternative to a waiver for all other kinds of fees.

- E. If a parent or guardian of an eligible student asks to pay fees in installments instead of having all or part of the fees waived, an alternative method of payment may be arranged.
- F. Denial of eligibility for a waiver may be appealed in writing to the school principal within ten (10) school days of receiving notice of denial:
  - The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent's concerns.
  - If, after meeting with the school principal, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board of Directors.
- G. Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for waiver is being determined or during the time a denial of waiver is being appealed.

#### **Provisions in Lieu of Waivers**

- A. Principal may consider waiver eligible students to perform a work assignment or public service as payment-in-kind in lieu of a fee waiver. Work or service alternatives must be administered according to the following guidelines:
  - The student given work alternatives shall not be treated differently from other students or identified to persons who do not need to know.
  - The work shall be appropriate to the age, abilities, and situation of the student and shall not create an unreasonable burden on the student or parents.
  - The work shall be a fair exchange of time for the value of fees to be waived.
- B. Parents are to be given the opportunity to review proposed alternatives to fee waivers.

#### **IX. Items Eligible for Fee Waivers**

Any charge, deposit, rental, or other mandatory payment for required student participation in any class, program, or activity; provided, sponsored, or supported by the School, are fees requiring approval of the Board, and are subject to the fee waivers requirement.

#### **X. Items Not Subject to School Waivers**

The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. The school shall pursue reasonable methods for obtaining payment for such charges. Charges for yearbooks, picture books, Drivers Education and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements. Student supplies for secondary students are not subject to waivers as long as the item is something that is commonly found in students' homes regardless of wealth. If a student must repeat a course or requires remediation to advance or graduate and a fee is associated with the course or the remediation program, it is presumed that the student will pay the fee.

### **2.1.7 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)

### **2.1.8 TRUANCY AND CHRONIC ABSENTEEISM PREVENTION**

**BOARD APPROVED:** June 23, 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.

### **2.1.9 COMMUNICATION WITH STUDENTS AND PARENTS**

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 2.1.11** 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.

### **2.1.10 ACADEMIC INTEGRITY POLICY**

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

### **2.1.11 PINNACLE STUDENT CODE OF CONDUCT**

#### **Jurisdiction of Pinnacle Canyon Administration**

Pinnacle students are subject to the rules and regulations of Pinnacle administration and teachers while attending school during scheduled hours, during school-sponsored events and while being transported on school buses or other conveyances at public expense to and from school or school-sponsored events.

Pinnacle jurisdiction also includes visitors to Pinnacle or school sponsored events when school is in session to ensure the safety and wellbeing of all students. All visitors shall report to the school office prior to entering hallways or classrooms. Failure to do so may be cause for removal and/or prosecution of loitering.

Utah Code Ann. 531-3-503

#### **INTRODUCTION**

Effective learning in school requires discipline, which is defined as the absence of disturbances which interfere with the effective functioning of the school community, and also the presence of a friendly and business-like atmosphere in which students and school personnel work cooperatively toward mutual goals. Every student has the right to learn and every teacher has the right to teach. Anything or anyone interfering with these rights shall be corrected, or removed from class and/or the school. Although increasing age and maturity shall lead to students' assuming greater responsibility for their actions and may require different types of disciplinary action, the procedures identified in this "Code of Student Conduct"

shall apply to all Pinnacle students. To assist parents, teachers and administrators in maintaining an environment conducive to learning, the "Code of Student Conduct" will describe the roles of parents, students, school personnel and school policies, describe student rights and responsibilities, identify classifications of violations and describe disciplinary procedures, and identify and standardize procedures for administering formal disciplinary actions.

#### **ROLE OF STUDENTS, PARENTS, SCHOOL PERSONNEL AND SCHOOL POLICIES**

Effective learning requires cooperation among parents, students and educators.

#### **Cooperation is Facilitated by Parents or Guardians Who:**

- Communicate regularly with school personnel concerning their student's progress and conduct.
- Encourage their student's daily attendance and promptly report and explain an absence or tardiness to school authorities.
- Provide their students with resources needed to complete schoolwork.
- Assist their students to be healthy, neat and clean.
- Notify school personnel of any problem affecting their student or other students of the school.

- Discuss report cards and work assignments with their students.
- Maintain up-to-date home, work, emergency telephone numbers, and protective orders at the school, including doctor and hospital preferences and an emergency health care form.

Cooperation is Facilitated by Students Who:

- Punctually attend all classes daily.
- Come to class with appropriate working materials.
- Respect all individuals and property.
- Refrain from profane or inflammatory statements.
- Behave in a safe and responsible manner.
- Are clean, neat and properly dressed.
- Are responsible for their own work.
- Follow the rules of the school and of each classroom teacher.
- Seek changes in an orderly, recognized manner.

Cooperation is Facilitated by School Personnel Who:

- Attend school regularly and punctually.
- Perform their duties with appropriate materials.
- Respect all individuals and property.
- Refrain from profane or inflammatory statements.
- Behave in a safe and responsible manner.
- Are clean, neat and appropriately dressed.
- Abide by and enforce the rules of the School.
- Seek changes in an orderly, recognized manner.
- Use a variety of informal disciplinary and guidance methods prior to, during and after formal disciplinary action, including: Student program adjustments, referral to counseling and/or special services for help deemed necessary, conference and/or special services for help deemed necessary, referral to appropriate outside agencies for specific problems, provide a class disclosure document that outlines grading policy and course objectives.

Cooperation is Facilitated by School Policies That:

- Encourage and maintain a positive climate.
- Exhibit respect for all individuals.
- Encourage a curriculum appropriate to the needs of students.
- Promote good working relationships among staff and with students.
- Encourage use of community agencies to benefit students.
- Invite parent and student participation in activities and development of school policies.
- Encourage parents and guardians to communicate regularly with school personnel.
- Seek to involve members of the community in efforts to improve the quality of the school.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Students shall understand that individual rights involve associated responsibilities, and that such rights are related to the health, safety and welfare of the Pinnacle community as a whole. The teachers, staff administration, parents and students shall assist in the orderly operation of the school and shall help to assure the rights of students.

**STUDENT ATTENDANCE POLICY (per UTAH LAW 53A-11-101)**

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. Regular, 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 regular, 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 only for valid reasons as 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 close to 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.

### **GRADES**

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 student 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 individual 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 course, receive from their teachers 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.

### **COUNSELING**

Because personal concerns of students can seriously limit educational development, students can be referred to the Counseling Department for support and therapy. A counseling packet is sent home to parents in order to obtain signed consent for the Counseling Department to meet with the student and/or to request family counseling. The School Social Worker coordinates all student and family therapy services. (Board approved 5/2020)

### **TEMPORARY DISABILITIES**

In the absence of leave policies for students with temporary disabilities, such cases shall be treated as justification for a leave of absence for a period of time deemed medically necessary by the student's physician. Students shall be reinstated to the status they held when the leave began.

### **FREE SPEECH/EXPRESSION**

Because citizens in the United States are guaranteed self-expression in the First and Fourteenth Amendments of the Constitution, one of the basic purposes of public education is to prepare students for responsible self-expression. One of the important roles of Pinnacle is to provide opportunities for students to express themselves on a wide range of subjects.

Student Responsibilities: each student has the responsibility to express disagreement in a manner that does not infringe on the rights of others, and does not interfere with the educational process, act with respect for the dignity of patriotic observances, respect the religious and personal beliefs of others, and express viewpoints, through speaking and writing, which are not obscene, slanderous or libelous.

Student Rights: each student has the right to affirm identity with American ideals through pledging allegiance to the flag, etc., refrain from any activity that violates the precepts of their religion, assemble

peaceably on school grounds, or in school buildings, provided such assembly does not violate applicable federal, state and local regulations and develop and distribute publications that have been deemed to be part of the educational process.

#### **PRIVACY AND PROPERTY RIGHTS**

In order to assure a climate in the school which is conducive to learning, and which assures the safety and welfare of students and personnel, school officials may search the person and personal property of individuals in the school. Such searches may include facilities furnished to students by the school. School officials may seize any property deemed to be a threat to the safety and welfare of the school community, if such officials have reason to believe that an illegal act or violation of school rules is being, or is about to be committed.

Student Responsibilities: Each student has the responsibility to attend school and school activities without bringing materials prohibited by law or by school policy, or other items that will detract from the educational process and respect and refrain from damage to property of the public and to private individuals.

Student Rights: Each student has the right to have privacy of personal possessions, unless school personnel have good reason to believe a student possesses material prohibited by law or school board policy and attend school where personal property is respected.

#### **SEARCH AND SEIZURE REGULATIONS**

To assure that the rights of the individual are balanced with the total needs of the school community, the following procedures will be used: (a) search of student's person and/or property shall be limited to a situation where there is reasonable cause to believe that the particular student is concealing evidence of an illegal act or violation of the school board policy, (b) illegal items or other possessions reasonably determined to be a threat to school safety may be seized by school officials, (c) items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession, (d) general search of school properties including, but not limited to, lockers or desks may occur at any time, and items belonging to the school may be seized, (e) whenever feasible, the student shall be present when his/her property or school property which he/she uses is being searched and (f) more rigid standard must be applied in searches and seizures when a student is in a car on school grounds. The school has no ownership interest in the car, and the expectation of privacy is greater here. Therefore, warrantless searches and seizures of cars shall be conducted only when the school administrator has good reason to believe that reasonable cause exists - that a crime has been or is being committed in the car by the student. Reasonable cause carries with it a strong belief that the student involved is guilty and (g) If a student is to be questioned by police, other than the School security officer, the school administration shall arrange a private interrogation in the office of a school official, preferably in the presence of the school administrator or designee, and have made every effort to arrange for a parent or guardian to be present.

**NOTICE:** The following notice shall be provided to all students of the school.

#### **NOTICE TO STUDENTS**

**YOU ARE HEREBY NOTIFIED** that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedule I through V of Section 202 of Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 D.F.R. 1300.11 through 1300.15, before, during or after school hours, at school or any other school location as defined below.

"School location" means in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of school personnel or otherwise engaged in a school activity.

Any student who violates the terms of the school's Drug and Alcohol Policy is subject to the discipline outlined in the school's policies including all disciplinary sanctions consistent with local, state and federal law, up to and including expulsion and referral for prosecution and/or completion of an appropriate rehabilitation program.

**YOU ARE FURTHER NOTIFIED** that compliance with this policy is mandatory.  
Section 5145 of the Drug Free Schools and Community Act (Public Law 101-226)

### **TOBACCO, ALCOHOL AND DRUGS**

BOARD APPROVED: May 2025

#### **Tobacco**

Students shall not possess or use any tobacco products including any and all electronic cigarettes or vaping devices on school property or at any school-related or school-sanctioned activity on or off school property.

#### **Alcohol**

A person may not possess or drink an alcoholic beverage inside or on the grounds of any building or vehicle operated by a part of the school or in those portions of any building, park, or stadium that are being used for an activity sponsored by or through the school or any part thereof. Violation of this Provision is a misdemeanor.

Utah Code Ann. 53A-3-501

### **STUDENT DRUG AND ALCOHOL OFFENSES UNDER REVIEW**

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedule I through V of Section 202 of Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 D.F.R. 1300.11 through 1300.15, before, during or after school hours, at school or any other school location as defined below. All students and parents or guardians of students shall be supplied with a copy of standards of conduct and a statement of the sanctions for violation of this policy.

"School location" means in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of the school.

Compliance with this policy is mandatory. A student who violates the terms of this policy may be suspended or expelled from school, at the discretion of the Pinnacle school board. Each student found in violation of this policy shall be provided with information about drug and alcohol counseling, rehabilitation, and reentry programs available to them.

### **GUIDELINES**

#### **Violations - Use or Possession**

All violations of the policy on drugs and alcohol will be reported to an appropriate law enforcement agency.

**First Violation:** Students violating the Drug and Alcohol Policy for the first time will automatically be suspended and placed in an alternative education program at home for a minimum of ten (10) days and enroll and attend the first session of a state-certified Drug and Alcohol intervention/counseling program. Students will be readmitted after ten (10) days on a probationary status until written verification is provided confirming completion of the counseling program. Parents will be required to coordinate homework assignments with a designated school representative during the suspension period.

**Second Violation:** If there is a second violation of the Drug and Alcohol Policy, the student will be placed on a home-based alternative educational program for a period of nine (9) weeks. A certified teacher will be sent to the home for two hours once a week for the nine-week period to aid the student with his/her learning. Any student who has a second violation of the Drug and Alcohol Policy must submit to a written assessment for potential chemical dependence. A team composed of local school guidance specialists and a school psychologist will conduct this assessment. Any assessment done by anyone other than this team would be at the option and expense of the parent(s) or guardian(s). Before the student is readmitted to school, the assessment results will be presented to the parent(s) or guardian(s) and will be forwarded to Juvenile Court.

**Third Violation:** If any student is involved in a third violation of the Drug and Alcohol Policy, the student will automatically be placed in a home-based alternative, educational program for the remainder of the school year.

### **Violations - Selling \ Distributing**

**First Offense:** Because of the seriousness of the offense, a student selling and/or delivering alcohol or other illegal substances shall be automatically placed in a home-based alternative educational program for a period of nine (9) weeks. Before the student is readmitted to school, he/she must submit to a written assessment for potential chemical dependence. A School team composed of the local school guidance specialist and a school psychologist will conduct this assessment. Any assessment done by anyone other than this team would be at the option and expense of the parent(s) or guardian(s). The assessment results will be presented to the parent(s) or guardian(s) and will be forwarded to Juvenile Court.

**Second Offense:** Any second offense for selling and/or delivering alcohol or other illegal substance will automatically place a student in a home-based alternative educational program for the remainder of the school year.

**Alternative Education:** Students who violate the Drug and Alcohol Policy will be referred to alternative education programs.

**Repeat Offenders:** Records will be maintained on all violations of the Drug and Alcohol Policy. A student with more than one violation on record will be considered a repeat offender whether the first offense was committed in the current school year or in any prior school year.

**Removal from Campus:** During the time a student is on the home-based alternative educational program, he/she is not to be on campus or be a spectator or participant or attend any extra curricular activities sponsored by the school. If a senior student is placed on the home-based alternative educational program for violation of the Drug and Alcohol Policy and that placement coincides with the end of school, he/she will not be allowed to participate in graduation exercises. The diploma will be awarded upon completion of the home-based alternative educational program and all other graduation requirements.

**Disclosure:** Utah State Law requires teachers and school personnel to disclose information of suspected chemical abuse to parents. Personnel will complete the Suspected Abuse Report form and submit it to the appropriate school administrator for referral to parents. The purpose of disclosure will be to make parents aware of potential problems and dangers associated with substance abuse. The disclosure will review student behavior or situations causing concern: attendance, discipline, behavior, grades, physical symptoms, and other problems that affect school performance. Disclosure will allow parents to seek help for further evaluation of the child from outside

agencies. Parents will be provided with information regarding agencies providing service to adolescents assessment counseling and treatment. In complying with Utah State Law for disclosure, the school meets this obligation to parents. The school system will not be held responsible for any financial action resulting from disclosure assessment, treatment, or counseling). Payment for services or materials provided by chemical abuse professionals who are not school employees will be the responsibility of the parents.

**Treatment:** In order to support the family and student when treatment is sought, the school will provide elective credit for education received during the treatment process. The treatment program must meet Utah State Division of Alcoholism and Drug license qualifications.

## **STUDENT COMPLAINTS**

**Purpose** — The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, or handicap.

**Aggrieved Students** - A student aggrieved by a violation of a constitutional, statutory, or common law right, or a violation of a rule adopted by the State Board of Education or a policy adopted by the Board shall be afforded a hearing before the Board in accordance with applicable law. However this provision shall not be construed to create an independent right to a hearing before the Board in addition to hearings required by law.

**Notice** — The aggrieved student shall make a written request for a hearing, identifying specifically the claimed violation and the relief requested. The written request shall be deemed filed upon receipt by the administrator and unless a shorter time period has been adopted by local policy, the request shall be filed with the administrator's office not more than 30 days after the claimed violation.

**Hearing** — The Board shall conduct a hearing for aggrieved parties within 30 days of receipt of a written request for a Board hearing unless the hearing is postponed by mutual consent. The Board shall notify the aggrieved student in writing of the time and place of the hearing. The Board shall notify the aggrieved student of its decision in writing within 15 days after the hearing.

**Presentations and Hearings** — In most circumstances, students shall be entitled to administrative conferences and informal presentations of the complaint to the Board.

**Representation** — The student may be represented by an adult at any level of the complaint.

**Exclusions** — Student complaints regarding instructional materials, removal to alternative education programs, expulsion, prior review of non-school materials intended for distribution to students, or special education appeals are covered by separate procedures. If the complaint involves a problem with a teacher, the student shall in most circumstances be expected to discuss the matter with the Teacher before requesting a conference with the administrator at Level One.

**Level One:** A student who has a complaint shall request a conference with the administrator within ten calendar days of the time the student knew, or shall have known, of the event or series of events causing the complaint. The administrator shall schedule and hold a conference with the student within five days.

**Level Two:** If the outcome of the conference with the administrator is not to the student's satisfaction, the student has ten calendar days to request a conference with the board that shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the administrator.

## **STUDENT DISCIPLINE - VIOLATIONS AND DISCIPLINARY ACTIONS**

### **Classification of Violations**

Violations of the Student Code of Conduct are grouped into three classes - minor, intermediate and major- Each classification is assigned a disciplinary procedure, which shall be followed by the administrator or designee, who shall hear the student's explanation and consult further with school personnel, if necessary, before determining classification of the violation.

Each teacher will deal with classroom disruption with in-class disciplinary action, by a call to parents or guardian, and/or through conferring with parents or guardians and other school staff. Only when the action taken by the teacher is ineffective or the disruption sufficiently severe shall the student be referred to the administrator or designee for formal disciplinary action.

### **Teacher's Authority**

A teacher may send a student to the administrator's office in order to maintain effective discipline in the classroom. The administrator shall respond by employing appropriate discipline management techniques. A teacher may remove a student who repeatedly interferes with the teacher's ability to communicate effectively with the students in the class.

### **Appropriate Conduct**

This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to: (1) obtain possession of a weapon or other dangerous object in the possession or under the control of a child; (2) protect the child or another person from physical injury; (3) remove from a situation a child who is violent or disruptive; or (4) protect property from being damaged.

Utah Code Ann. 53A-11-701 and Utah Code Ann. 53A-11-702

Policy FDD regarding Child Abuse Reporting and Investigation shall apply to complaints made to unauthorized use of corporal punishment.

Utah Code, Ann.53A-II-703

## **MINOR OFFENSES - CLASS I**

**ASSAULT OR HARASSMENT OF STUDENTS:** The intentional, unlawful threat by word or act to do violence to another student, combined with an apparent ability to do, and doing some act, which creates a well-founded fear in the person that such violence is imminent.

### **USING PROFANE OR OBSCENE LANGUAGE, CONDUCT AND/OR GESTURES (Board approved May 2025)**

- Illegal Organization - Those that undermine prevailing standards and/or policies of the school.
- Excessive Tardiness - Repeatedly reporting late to school or class.
- Nonconformity to Dress Code
- Inappropriate Public Display of Affection
- Excessive Distraction of Other Students - Any behavior which disrupts the orderly educational process in the classroom or other school function
- Electronic Communication Devices - Students shall use electronic devices as outlined in the Pinnacle's Acceptable Use Policy as outlined
- Any other Violation which the Administrator or Designee Reasonably Deems to fall within this Category.

### **ONLINE GAMBLING (Board approved May 2025)**

- Gambling of any kind including but not limited to online poker, online gaming, and sports betting.

### **CLASS I DISCIPLINARY ACTIONS: Elementary Students**

- First Offense - Conference and parental contact, when warranted.
- Second Offense — Parental contact and disciplinary action.

- Subsequent Offense Disciplinary action, such as probation, detention, or suspension, at the discretion of the administrator or designee. *Special circumstances may warrant referral to the board.*

#### **CLASS I DISCIPLINARY ACTIONS: Secondary Students**

- First Offense — In-school conference and parental contact with administrator or designee when warranted. Specific circumstances may warrant disciplinary action outlined under subsequent offenses.
- Subsequent Offense - In-school disciplinary action, which may include but is not limited to: service hours, in-school suspension or suspension as deemed appropriate by the administrator or designee. *Special Circumstances may require a referral to the board or designee.*

#### **INTERMEDIATE OFFENSES CLASS II**

- Battery upon students - Unlawfully using physical force or striking another student against the will of the other, or any action which intentionally causes bodily harm to an individual.
- Fighting - Any physical conflict between two or more individuals.
- Threats, extortion - Verbally or in writing maliciously threatening injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person threatened, or any other person, to do any act or refrain from doing any act against his/her will.

**Note:** Completion of the threat, either by the victim complying with the demands or the carrying out of the threat against the victim constitutes a Class III Offense.

- Defiance of school employee's authority: Any verbal or nonverbal refusal to comply with a lawful direction of a school employee or volunteer worker,
- Unjustified activation of a fire alarm system.
- Stealing, larceny, petty theft: The intentional, unlawful taking, concealing, and/or taking away of property valued at less than one hundred dollars (\$100) belonging to, or in the lawful possession or custody of another.
- Possession of stolen Property: With the knowledge that it is stolen.
- Trespassing: Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed or invited or having been warned by an authorized person to depart, refusing to do so.
- Vandalism: Intentional action resulting in injury or damages of less than \$100 to public property or the real or personal property, of another.
- Use of obscene manifestations, verbal or written sexual comment or gesture toward another person.
- Unlawful or offensive touching of another person, or sexual harassment.
- Written or verbal reference to or propositions to engage in sexual acts.
- Inciting to riot or unapproved assembly.
- Unjustified calls to 911.
- Truancy: unauthorized absence from class or school (sluff).
- Hazing: The school prohibits hazing. "Hazing" means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.
- The use and or possession of tobacco products.
- Any other violation which the administrator or designee reasonably deems to fall within this category.

#### **CLASS II DISCIPLINARY ACTIONS**

When behavior is a violation of the law, the appropriate administrator or designee shall report the offense to the proper authority. Second referrals for fighting may also be referred to police. Restitution for property damage or loss will also be required.

#### **FIRST AND SECOND OFFENSES: Elementary Students**

- First Offense — Parental contact and disciplinary action
- Subsequent Offenses — Suspension for 1-10 days

#### **FIRST AND SECOND OFFENSES: Secondary Students**

- First Offense — In-school suspension and/or extended work assignments before or after school and/or suspension for 1-10 days and/or enrollment in prevention programs.
- Subsequent Offenses — Suspension for 1-10 school days, special circumstances may warrant a recommendation for expulsion or other disciplinary action deemed appropriate by the administrator or designee. If so recommended, the expulsion procedures listed will be followed.
- **\*TRUANCY-** The following is a list of disciplinary actions, for truancy:
- First Citation — Parent or guardian meeting with school administration required. School officials will inform parents or guardians of such remedy they require and of the consequences of possible future truancy.
- Second Citation — Student and parent or guardian will be referred to the Local Interagency Council (LIC) for irradiation. Failure to appear at LIC mediation will require referral to Juvenile Court.
- Subsequent Citations — Student and parent or guardian will be referred to court per Utah Law 53A-11-101.

#### **MAJOR OFFENSES CLASS III - All Class III offenses are automatic court referrals.**

- Aggravated battery - Intentionally causing bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- Battery upon school employee - The actual unlawful, intentional use of physical force or striking of a school employee against his/her will, or causing bodily harm to a school employee.
- Simple assault on a school employee - The intentional, unlawful threat by word or act to do violence to the person of an employee, coupled with an apparent ability to do so, and the doing of some act which creates a well-informed fear in such a person that violence is imminent.
- Possession of weapons - A knife of any description, metallic knuckles; tear gas gun; chemical weapon or device; or any other weapon, instrument or object, which alludes to the intent to be armed.
- Possession of firearms - Any firearm which will, or is intended to, or may readily be converted to, expel a projectile by any action; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.
- Discharging any pistol, rifle, shotgun, airgun or any such device.
- Drugs - Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, alcoholic beverages, or paraphernalia. This is an automatic court referral.
- Arson -The willful and malicious burning of any part of a building or its contents.
- Robbery - The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of the same.
- Stealing, larceny, grand theft - The intentional, unlawful, taking, concealing and/or carrying away of property valued at \$100 or more belonging to, or in the lawful possession or custody of, another.
- Burglary of school property - Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises is closed to the public.
- Criminal mischief - Willful and malicious injury or damages at or in the excess of \$ 100 to public property, or to real or personal property belonging to another.
- Inciting or participating in major student disorder - Leading, encouraging, or assisting in major disruptions, which result in destruction or damage of private or public property or personal injury to participants or others.
- Possession and/or igniting of fireworks on grounds or in buildings.
- Explosives - Preparing, possessing or igniting on school board property explosives likely to cause serious bodily injury or property damage.
- Bomb threats - Any such communication to a school employee, which has the effect of interrupting the educational environment.
- Sexual acts - Acts of a sexual nature, including but not limited to battery, intercourse, attempted rapes, or rape.

- Any-other offense which the administrator or designee may reasonably deem to fall within this category.

### **CLASS III DISCIPLINARY ACTIONS: Elementary and Secondary Students**

Suspension and possible recommendation for expulsion by the school administrator, as authorized in the procedures outlined. Pending determination of the matter by the school, the school may extend the suspension. When behavior is a violation of the law, the appropriate administrator or designee shall report the offense to the proper authority. Restitution will also be required for property damage or loss.

### **PROCEDURES FOR FORMAL DISCIPLINARY ACTION**

When disciplinary action reaches the level of denial of educational participation, the following procedures shall be followed for the protection of the students' rights.

#### **SUSPENSION**

Suspension shall be made by the administrator or his/her designee and shall not be more than ten (10) days, unless extended by the school board. Students shall be given verbal notice of the charge against them and shall have an opportunity to present their side of the story before any action is taken.

School officials shall send written notice to parents or guardians outlining the reason such action was taken. Generally, a notice and/or conference shall precede the student's suspension from school. If, however, immediate suspension of the student is necessitated by his/her presence endangering others, or school property, or disrupting the orderly learning process, the required notice and conference will follow as soon as possible. Parents will be required to coordinate homework assignments with a designated school representative during the suspension period.

Students with disabilities, whose disability has a direct bearing on specific behaviors, will be treated according to their Individual Educational Program (IEP) and Least Restrictive Behavioral Interventions (LRBI) procedures.

#### **EXPULSION**

The school board makes the final disposition of an expulsion recommendation in accordance with Utah State law. Nevertheless, the school administration is responsible for determining that an offense, which may warrant expulsion, has been committed. After advising the student in writing of the pending charge and providing the student an opportunity to refute the charges, if the Administrator or his/her designee finds reasonable grounds to believe the student has committed the offense, the administrator or his/her designee may suspend the student until the next board meeting pending bearing for expulsion. Parents or guardians will be contacted at the earliest reasonable time following the official charge made by the administrator. The school administrator's conclusion shall be based on documentation of the facts pertaining to the incident. Such documentation shall contain all information available including, but not limited to, the following:

1. A detailed description of the offense.
2. Names of persons involved.
3. List of witnesses and their statements when available.
4. Time and location of the alleged offense.

Documentation gathered shall be forwarded to the administrator or designee for review, along with the school board's recommendation. The administrator or designee shall request a conference with the parent or guardian of the accused student, and the administrator, within the suspension period imposed upon the student for the purposes of:

- Explaining the expulsion process verbally and in writing.
- Determining if a mutually agreed upon alternative may include the voluntary withdrawal of the student from school for the remainder of the school year.
- Scheduling a hearing with the parent or guardian and conducted by the school board to determine if reasonable Cause for expulsion exists.

- shall a hearing conducted by the school board be elected, the request shall be forwarded to the administrator or designee at the conclusion of the conference.
- The CAO shall schedule the hearing to be held at the next regularly scheduled school board meeting, or at an earlier date approved by the board.
- shall the board elect to hear the matter directly, the board members during the meeting at which the request is considered shall determine the date of the hearing.

The school administrator or designee may conclude that disciplinary action other than expulsion is warranted because of extenuating circumstances. If the school administrator and or designee agree that extenuating circumstances appear to exist, the student shall be admitted back to school. If unanimous agreement does not occur, the student shall be referred to the School Board for a hearing.

Students with disabilities, whose disability has a direct bearing on specific behaviors, will be treated according to their Individual Educational Program (IEP) and Least Restrictive Behavioral Interventions (LRBI) procedures.

### **STUDENT CONDUCT ON SCHOOL BUSES**

In view of the fact that a school bus is an extension of the classroom, both within jurisdiction of the school board, student conduct on the bus will be within standards acceptable for the classroom and as outlined in this Code of Conduct. The bus driver's directions will be followed and he/she will be treated with respect at all times. The following rules and regulations established by the Schools are designed to promote the safety and comfort of students on school buses:

Rules And Regulations Students riding buses shall:

- Be under the authority of the bus driver and follow the driver's directive the first time it is given.
- Be courteous to fellow students, the bus driver and passersby.
- Keep the bus clean and refrain from damaging it. Students shall not eat food/or drink on the bus except on special occasions when the bus is stationary.
- Keep all articles out of the bus aisles.
- Not bring animals, matches, firearms, weapons, or other potentially hazardous materials onto the bus.
- Refrain from profanity, vulgar language, scuffling, wrestling, fighting, teasing at any time. Students may converse in normal tones.
- Refrain from indecent exposure.
- Not touch safety equipment or use the emergency door, except in an emergency.
- Be careful in approaching bus stops. Always walk on the left side of the road facing oncoming traffic.
- Not open or close windows without permission of the driver.
- Remain well back from the roadway while waiting for the bus and refrain from throwing things or playing while waiting for the bus.
- Enter the bus in an orderly fashion, go directly to a seat, and remain seated until reaching the destination. Bus drivers may assign seats.
- Share seats with three students per seat if necessary. No student is to stand.
- Never stand in the doorway or in front of the handrails back of the driver's seat.
- Do not extend hands, arms, or head through bus windows, nor throw items out of the bus.
- Contact the bus driver if they find or lose anything on the bus.
- Those students with disabilities whose deviant behavior is directly attributed to their disability will be managed on a case-by-case basis.

### **Consequences of Rule Breaking**

- First Offense — verbal warning and parental contact
- Second Offense — suspension from bus for one week and parental contact
- Third Offense — suspension from the bus for the remainder of the school year and parental contact

**Any sexual offense committed on the bus will result in automatic dismissal from the bus for at least one year.**

### **Severe Clause**

In the case of disorderly conduct, assault, arson, obscenities or other extremely unacceptable behavior the driver will invoke the severe clause. The severe clause entails immediate suspension of bus privileges. The student will be put off the bus at his school, bus garage or bus stop. Parents and administrators will be notified and bus privileges may or may not be reinstated until after a conference with driver, student, parent, administrator, and transportation supervisor. Automatic suspension is for five days and could be indefinite depending on the circumstances. Local law enforcement agencies may be contacted for assistance when necessary.

### **Disciplinary Procedures**

In the event riding privileges are suspended, the parents or guardian then become responsible for the student's transportation to and from school.

## **2.1.12 PINNACLE ANTI-BULLYING POLICY R277-613**

**BOARD APPROVED:** October 2025

The Board of Directors of Pinnacle is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The Board of Directors believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of support for all students, staff, families, and community agencies that will improve relations within the school.

### **Definitions R27-613-2**

- 1) (a) "**Abusive conduct**" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.  
(b) A single act does not constitute abusive conduct.
- 2) "**Action plan**" means a process to address an incident as described in Section 53G-9-605.5.
- 3) "**Bullying**" means student bullying and staff bullying.
- 4) "**Communication**" means the conveyance of a message, whether verbal, written, or electronic.
- 5) "**Cyber-bullying**" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- 6) "**Hazing**" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
  - a) endangers the mental or physical health or safety of a school employee or student;
  - b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
  - c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or
  - d) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and

- e) The conduct described in Subsection (6)(a) constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- 7) **"Incident"** means an incident of bullying, cyber-bullying, hazing, or retaliation that is prohibited under this part.
- 8) **"LEA governing board"** means a local school board or charter school governing board.
- 9) **"Policy"** means an LEA governing board policy described in Section 53G-9-605.
- 10) **"Public education suicide prevention coordinator"** means the public education suicide prevention coordinator described in Section 53G-9-702.
- 11) **"Retaliate"** means an act or communication intended:
  - a. as retribution against a person for reporting bullying or hazing; or
  - b. to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- 12) **"School"** means a public elementary or secondary school, including a charter school.
- 13) **"School employee"** means an individual working in the individual's official capacity as:
  - a) School teacher
  - b) A school staff member
  - c) A school administrator; or
  - d) An individual:
    - i) Who is employed, directly or indirectly, by a school, an LEA governing board, or a school district; or
    - ii) Who works on a school campus
- 14) **"Staff bullying"** means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:
  - a) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and
  - b) substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.
  - c) Staff bullying" does not mean instances of:
    - i) ordinary teasing, horseplay, argument, or peer conflict;
    - ii) reasonable correction of behavior by a school employee; or
    - iii) reasonable coaching strategies and techniques by a school employee who is a coach.
- 15) **"Student bullying"** means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:
  - a) creates an environment that a reasonable person would find hostile; and
  - b) interferes with a student's educational performance, opportunities, or benefits.
  - c) "Student bullying" does not mean instances of:
    - i) ordinary teasing, horseplay, argument, or peer conflict;
    - ii) reasonable correction of behavior by a school employee; or
    - iii) reasonable coaching strategies and techniques by a school employee who is a coach.
- 16) **"State suicide prevention coordinator"** means the state suicide prevention coordinator described in Section 26B-5-611.
- 17) **"State superintendent"** means the state superintendent of public instruction appointed under Section 53E-3-301.

### **Expectations**

Pinnacle Board of Directors expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

- A.** The School prohibits the bullying of any student or school employee:
  - during any educational program or activity conducted by the school;
  - during any school-related or school-sponsored program or activity or on a school bus;
  - through the use of any electronic device or data while on school grounds or on a school bus, computer software that is accessed through a computer, computer system, or computer network of the school. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
  - through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a school bus.
  - while the school does not assume any liability for incidents that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate. The principal/designee shall use the Student Information System (SIS) to log all reports and interventions. However, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued, see Section V. A. 1.a of this policy.
  - though an incident of alleged bullying (cyberbullying or other) may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.
- B.** All administrators, teachers, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline Plan).
- C.** Student rights shall be explained as outlined in this policy.
- D.** Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct and this Policy.

### **PROHIBITIONS**

- A.** A school employee or student shall not engage in bullying a school employee or student:
  - 1) on school property;
  - 2) at a school related or sponsored event;
  - 3) on a school bus;
  - 4) at a school bus stop; or
  - 5) while the school employee or student is traveling to or from a school location or event.
- B.** A school employee or student shall not engage in hazing or cyber-bullying a school employee or student at any time or in any location.
- C.** A school employee or student shall not engage in retaliation against:
  - 1) a school employee;

- 2) a student; or
  - 3) an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, or retaliation.
- D. A school employee or student shall not make a false allegation of bullying, cyber-bullying, hazing, or retaliation against a school employee or student.
  - E. No student may share a recording of an incident or of abusive conduct in a way which would impact or encourage future incidents or abusive conduct or intending to impact or encourage future incidents or abusive conduct. Students who violate this prohibition are in violation of this policy and for verified infractions are subject to disciplinary action up to and including expulsion, consistent with Pinnacle's Student Code of Conduct. This restriction does not prevent a student from sharing a recording of an incident or of abusive conduct with a teacher or administrator as part of reporting the incident or abusive conduct or in response to a request from a teacher or administrator for the recording.
  - F. Any bullying, cyber-bullying, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

**Training for students, parents, teachers, staff, school administrators, student support staff, counseling staff, bus drivers, contractors and school volunteers on identifying, preventing, and responding to bullying will be conducted.**

- A. At the beginning of each school year, the school principal/designee and or appropriate administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and/or through other reasonable means.

**Disciplinary sanctions (consequences) and due process for a person who commits an act of bullying under this policy.**

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.
  - Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct.
  - Consequences and appropriate interventions for a school employee found to have committed an act of bullying will be instituted in accordance with School policies, procedures, and agreements. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator's state issued certificate.
  - Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
  - These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

**Reporting an act of bullying**

- A. The principal/designee is responsible for receiving verbal or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct.

- B. Students may report complaints of bullying to any school employee, teachers or staff. All school employees, teachers and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students to the principal/designee or appropriate administrator. Failure to report will result in action(s) or discipline, up to and including termination of employment. Any school teachers or staff who suspects adult-on-adult bullying is strongly encouraged to report any concerns.
- C. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- D. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official. Complaints shall be filed as soon as possible after the alleged incident and noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying). Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
- E. The principal of each school shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.
- F. A school employee, school volunteer, contractor, student, parent/guardian or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this School Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- G. Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- H. Disciplinary action is prohibited based solely on an anonymous report.

#### **Bullying Complaints and Resolution**

- A. The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school-related activity and begins with a report of such an act.
- B. The principal/designee and/or Investigative Designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well.
- C. If the complaint is about the principal, the Board President shall be asked to address the complaint.
- D. The trained Investigative Designee(s) will make the determination if a reported act of bullying or harassment falls within the scope of the school.
  - If it is within the scope of the School, move to Procedures for Investigating Bullying and/or Harassment as outlined below.

- If it is outside the scope of the School, and it is determined to be an alleged criminal act, refer to appropriate law enforcement, provide any applicable interventions, and document according to Policy.
  - If it is outside the scope of the School, and determined not a criminal act, inform parents/guardians of all students involved, provide appropriate interventions and document according to Policy.
- E. Informal Resolution - where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately separately, and are confidential. Each party's agreement to Informal Resolution must be in writing. The incident and the resolution must be documented on the appropriate data system.
- If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal or appropriate area/school supervisor.
- F. Formal Resolution - the alleged victim/complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the principal/designee.
- According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
- G. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the school specified data system.
- H. Disciplinary action is prohibited based solely on an anonymous report.

**Investigation requirements for reported acts of bullying under this policy.**

- A. The procedures for investigating school-based bullying must include the principal/designee and/or the Investigative Designee, in the case of student-to-student bullying. The principal, Investigative Designee and Prevention Liaison shall be trained in investigative procedures and interventions as outlined in this Policy. For incidents at the area/school level, or for school-based adult-on-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition, to all agreed upon procedures for staff discipline.
- B. The investigator may not be the accused or the alleged victim.
- C. The principal/designee or appropriate area/school administrator shall begin a thorough investigation with the alleged victim and accused within two (2) school days of receiving a notification of complaint.
- D. During the investigation, the principal/designee or appropriate area/school administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable regulations and statutes.
- Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. At no time during the investigation will the name of the complainant be revealed by the investigator.
  - In general, student complainants and/or alleged victims will continue attendance at the school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
  - When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate area/school administrator also may discuss the complaint with any school employee, the parent of the alleged victim, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be

- incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.
  - During the investigation where an employee is the accused, the principal/designee or the appropriate area/school administrator may recommend to the Board, any action necessary to protect the complainant, the alleged victim, or other students or employees, consistent with the requirements of applicable statutes, State Board of Education Rules and School Board Policies.
- E. Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate area/school administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action.
- F. The Principal/Designee or appropriate area/school administrator will inform all relevant parties in writing of the decision and the right to appeal.
- G. No retaliation of any kind is permitted in connection with an individual having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

#### **Referral for Intervention**

- A. Referral of a student to the student services team for consideration of appropriate services is made through the school problem-solving process by school personnel or parent to the principal/designee. Parent notification is required. When such a report of formal discipline or formal complaint is made, the principal/designee shall refer the student(s) to the student services team for determination of need for counseling support and interventions.
- B. Referral of school or area/school personnel to the Employee Assistance Program (EAP) for consideration of appropriate services will be made by the administrator.
- C. School-based intervention and assistance will be determined by the student services team and may include, but is not limited to:
  - counseling and support to address the needs of the victims of bullying.
  - counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
  - intervention which includes assistance and support provided to parents.
  - analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.
- D. Self-referral for informal consultation: School staff, students or parents may request informal consultation with school staff (e.g., school social worker, school counselor, EAP, etc.) to determine the severity of concern and appropriate steps to address the concern of bullying (the involved students' parents may be included) verbally or in writing to the principal/designee.
- E. Any investigations and interventions shall be recorded on the School specified data system.

#### **Incident reporting requirements**

- A. The procedure for including incidents of bullying in the school's report of safety and discipline data is required under F.S. 1006.09(6). The report must include each incident of bullying and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.

- B. The School will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment in its codes.
- C. Discipline, referral data, investigations, interventions, and actions of discipline shall be recorded on the specified data system, as with other infractions from the Code of Student Conduct.

#### **Process for referral for external investigation**

- A. If the act is outside the scope of the School, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee in the specified data system.
- B. While the School does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal/designee deems appropriate, including the use of the local Law Enforcement Officer/School Resource Officer and other personnel. The principal/designee shall use School Reporting Systems to log all reports and interventions.

#### **Appeals process**

- A. Appeal procedure for bullying by a student will follow the steps outlined in the Code of Student Conduct – "Right to Appeal Unfair Penalties."
- B. Appeal procedure for an accused/employee:
  - If the accused/employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed either in accordance with SBBC Board Policy 4015 or pursuant to the relevant collective bargaining agreement.
  - For those employees not in a bargaining unit, the appeal shall be filed in accordance with SBBC Policy 4015. In reaching a decision about the complaint, the following shall be taken into account:
  - SBBC Policy 4.9, Employee Disciplinary Guidelines

#### **Parent Notification**

BOARD APPROVED: June 2021

Pinnacle will comply with parental notification of certain incidents and threats as outlined in 53G-9-604. A school shall notify a parent if the parent's student threatens to commit suicide; or notify the parents of each student involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation of the incident involving each parent's student. If a school notifies a parent of an incident or threat required to be reported, the school shall produce and maintain a record that verifies that the parent was notified of the incident or threat. When parents are notified, Pinnacle will place a written record of the parent notification in the student cumulative file. At the request of the parent, Pinnacle will provide recommendations related to such incidents. Pinnacle will provide a student with a copy of a record maintained in accordance with this section that relates to the student if the student requests a copy and will expunge a record in accordance with this section that relates to a student if the student graduates or requests that the record be expunged. (Utah Code 53G-9-604 Parental notification of certain incidents and threats required, effective 5/14/19).

#### **Employee Grievance Policy**

An employee who has experienced abusive conduct (as defined previously) by a student or parent may present a grievance regarding such conduct.

- The grievance shall be in writing, shall specify the particular conduct complained of, shall identify the student(s) and parent(s) engaging in the abusive conduct, and shall specify the employee's proposed resolution of the grievance.
- The grievance shall be delivered to the school principal or the principal's designee.

- Upon receipt of the grievance, the principal or designee shall investigate the grievance, including obtaining information regarding the allegations from the student and the student's parent(s).
- The principal or designee shall determine what relief, if any, may be appropriate to provide to the employee and shall provide such relief.
- The principal or designee may, if appropriate, provide an opportunity to the student or parent to respond regarding the employee's proposed resolution.
- The principal or designee shall also, if the student has not previously been disciplined for the alleged abusive conduct, consider whether disciplinary action should be taken against the student. Any such disciplinary action shall be handled separately from the grievance and according to the student discipline policies.
- If the employee is dissatisfied with the decision of the principal or designee regarding the grievance, the employee may implement a grievance to the Pinnacle Board of Directors.
- Time Limitation To be considered under this policy, a grievance regarding abusive conduct must be presented no later than 30 days after the latest incident of conduct complained of.

**BOARD APPROVED: October 2025**

DISCLAIMER: Pinnacle will not protect employees who do not follow the anti-bullying policy.

## 2.1.13 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 a 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:

| GRADES 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 |

| GRADES 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    |

## **2.1.14 ELEMENTARY DRESS CODE**

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.

## **2.1.15 SECONDARY POLICIES**

### **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 2.1.7 Student Attendance Policy)

Secondary students will adhere to the Attendance Policy per section 2.1.7.

#### Homework Policy (see also 3.1.20 Student Homework Policy)

Secondary students will adhere to the Homework Policy per section 3.1.20.

#### Grading Policy

**BOARD APPROVED:** August 23, 2022

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 a 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:

|    |      |            |    |      |          |    |      |           |
|----|------|------------|----|------|----------|----|------|-----------|
| 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% |

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 3.2.9. Discipline Philosophy and Policy)**

### **Driver's Education Fine**

**BOARD APPROVED:** January 21, 2025

As of January 2025, students will not have to pay a fee to take driver's education. However, if the student fails driver's education the first time, they will have to pay the \$150 driver's education fine to retake the class.

## **2.1.16 SECONDARY DRESS CODE**

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.

## **2.1.17 PINNACLE ATHLETIC POLICY**

**BOARD APPROVED:** May 20, 2025

The following sports are offered in middle school: cross country, volleyball, basketball, golf and track. High school sports include: volleyball, cross country, baseball, basketball, golf, track and softball. 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. Beginning December 2024, all sports fees have been waived for both middle school sports and high school sports. Students and parents must adhere to the Pinnacle Athletic Policy.

Pinnacle Schools participates in athletics through both the Castle Valley Athletic Association and Utah High School Activities Association and abides by all rules set forth by each association. Students can gain critical life skills through participation in athletic programs and the goal for each Pinnacle team is to create an atmosphere of dedication, discipline and good sportsmanship where coaches and students work together while adhering to the Athletic Department Policy.

### **ACADEMIC AND BEHAVIOR STANDARDS**

Pinnacle athletes are students first and must maintain academic eligibility in order to participate fully. Athletes will maintain a minimum grade point average of at least 2.0 on a 4.0 grade point average (per UHSAA requirements) and any athlete with two failing grades during the preceding grading period will not be able to play on a high school team per UHSAA rules. Fourth quarter grades will determine eligibility for the subsequent school year's Fall sports (baseball, volleyball and cross country). Students will be able to make up fourth quarter grades during the summer as long as the grades are made up before tryouts for fall sports. Every two weeks, student athletes will show their current grade summary to their coach. The Athletic Director will pull an official grade summary every two weeks to determine player eligibility.

Behavior also affects eligibility. Student athletes will be respectful to all other players, coaches and officials demonstrating good sportsmanship in practices and games as they represent Pinnacle Schools. Athletes will also be respectful to all Pinnacle teachers and staff. Students with one U or two N's will not be eligible to participate until the citizenship grade is brought up to satisfactory. Student athletes will not play with a U in the current quarter. Disrespect in any form will not be tolerated. Eligibility can be affected if a student athlete sluffs classes/assemblies, bullies or hazes others, is disruptive at school, commits theft or vandalizes personal or public property while at school.

Failing grades and poor citizenship must be brought up prior to any games in order for students to participate. Students who are repeatedly ineligible due to failing grades and/or poor citizenship may be declared ineligible and potentially dismissed from the team.

### **ATTENDANCE**

State law requires mandatory student attendance at school. The coach shall be notified as soon as possible if athletes are unable to attend practices or games. Emergencies, such as a death in the family or major sickness, are excused but it is the student's responsibility to contact their coach as soon as possible. Coaches have complete discretion for playing athletes who miss school on game days or are absent the day after a game. All other exceptions will be evaluated on a case-by-case basis and must be approved in advance. Student athletes are expected to be punctual and attend 100% of all team functions.

### **FINES AND CONSEQUENCES**

**BOARD APPROVED:** January 21, 2025

Any athlete who fails classes becoming ineligible, quits the team, doesn't attend and participate in qualifying Region and/or State events (resulting in being kicked off the team), will:

- return **all** uniforms and team clothing
- will not be eligible for athlete of the year
- will be assessed a \$200 fine

### **COMMUNICATION**

**BOARD APPROVED:** August 26, 2025

Open, honest and respectful communication is critical to our success as an Athletic Department. Athletes with concerns shall speak to their coaches first. Parents with concerns shall speak first with their athlete first and then approach the coach. Parents will not approach coaches before or after a game/match but shall arrange a meeting to discuss the issue. Coaches will not discuss an athlete's playing time. If parental concerns are not resolved, then the parent may arrange a meeting with the Athletic Director. If concerns remain unresolved, a meeting between the parents, Athletic Director and Administration can then be arranged. Communication from/to coaches, players, and parents will be distributed through a school approved digital format.

### **TRAVEL POLICY**

**BOARD APPROVED:** August 26, 2025

Per UHSAA policy, students who ride the bus to games/matches need to ride the school bus back to the school. For parents who want their children to ride with them, parents **MUST** pre-approve it with the Administration by the morning of the sporting event. Students can **only** ride with a parent/guardian.

### **SPORTSMANSHIP**

Pinnacle Schools believes in modeling and promoting character education. Good sportsmanship follows good character. The UHSAA handbook states that "the concept of sportsmanship shall be taught, modeled, expected and reinforced in the classroom and in all competitive activities." Administrators, coaches, parents and athletes shall read the UHSAA Sportsmanship Handbook found online. Per the UHSAA Handbook, "any coach, athlete or bench personnel ejected by an official shall be suspended from the next regularly scheduled game at that level of play." All other violations will be handled based on the guidelines from UHSAA. Athletes may not appeal an ejection. Unsportsmanlike behavior from any parent or guardian at games or practices (including confronting coaches and/or officials) will result in their being removed from the gym/field and/or their athletes being benched or potentially removed from the team. As of May 2013, the Castle Valley Association instituted the policy that coaches who are ejected from a game receive a one game suspension. Games and practices can become heated

during play and while some physical contact occurs in sports, no deliberate acts of violence or injury are ever acceptable on the field/court.

#### **DRUGS/ALCOHOL/TOBACCO POLICY**

**BOARD APPROVED:** October 30, 2023

Pinnacle will follow current UHSAA policy regarding drugs, alcohol and tobacco which can be found in Article 10 of the UHSAA bylaws at <https://uhsaa.org/Publications/Handbook/Handbook.pdf> (see also below). Drug testing will be at the discretion of the head coach and/or administration with a minimum of one drug test per season. The drug test will count for multi-sport athletes during the same season. Should there be a positive drug test, the consequences for multi-sport athletes will be applied to both sports in the same season. Coaches and/or Administration reserves the right to drug test individual athletes at any time during the season.

#### **SECTION 1: UHSAA Drugs, Alcohol and Tobacco Policies**

A. The UHSAA supports the U.S. Supreme Court rulings regarding education. First, to prepare students to be good citizens and second, to teach them to be self-reliant and self-sufficient. Activities of the UHSAA contribute to both of these goals. The use of alcohol, tobacco products or other drugs in almost every instance deters the realization of these goals. Every effort shall be made at the local, region and state levels of participation to eradicate the promotion, use or abuse of alcohol, drugs and tobacco with regard to participation in high school sports and activities. Limitation for participation of students in Utah high school activities regarding the use of alcohol, tobacco products and other drugs during a sports season, as defined in the Utah Code are:

1. **First offense:** Suspension from two consecutive games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district or governing board of a charter or private school approved intervention program.
2. **Second offense:** A six-week suspension from games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed and positive participation in the prescribed follow-up is occurring.
3. **Third offense:** An eighteen-week suspension from all games, meets, matches, competitions, performances and practices. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention and treatment program. In all of the foregoing offenses, local school and/or district requirements which deal with discipline, suspension, corrective measures, parent/guardian involvement, rehabilitation and so forth, must be met.

#### **Interps & Guidelines 10.1.1: DRUGS, ALCOHOL AND TOBACCO**

- A. Conditions of this policy include:
1. The use of electronic cigarettes or vapor products are prohibited.
- B. Implementation of Policy
1. Violations carry over year to year and sport/activity to sport/activity in a participant's career (there is no "fresh start" each year).
  2. Violations must occur and be discovered during a sport/activity season.
  3. Any penalties for violation follow the student to any school to which he/she transfers.
  4. Any violation beyond the third offense carries the same penalty as the third offense.

#### **SECTION 2: Local School or District Requirements**

Local school or district requirements may exceed those set forth in By-Laws Article .

## **CONCUSSIONS**

Pinnacle will follow state policy regarding concussions

<https://www.uhsaa.org/SportsMed/ConcussionManagementPlan.pdf>.

Parents will be notified as soon as possible about any head injuries that occur. Student athletes who receive a concussion during any practice or game will need to complete the clearance paperwork found online at the UHSAA website at <https://www.uhsaa.org/forms/ConcussionReleaseForm.pdf> and must be medically cleared by a doctor prior to resuming practice and/or play.

## **VARSITY LETTERING**

Students who earn a varsity letter in a sport must meet the following requirements:

### **VOLLEYBALL**

- Complete the entire season as an active team member by contributing as much as possible toward the success of the team.
- Attend all games and practices unless excused by the coach (having to work instead of attending practice will be considered an unexcused absence as athletes have known for months that they are to plan work schedules around volleyball).
- To letter at the varsity level a student athlete must play in 75% of available games for that season (12/16 games).
- Athletes must exhibit good sportsmanship and behavior toward players, coaches and officials at all times.
- The coach has the right to waive such requirements when they are affected by injury.

### **BASEBALL**

- Athletes must play in at least 28 innings (4 games total) of a varsity game or make the team as a senior.
- Athletes must be in good academic standing during the quarters that the athlete participates in that sport.
- Athletes shall have good character and be a positive influence to those around them both on and off the field.

### **CROSS COUNTRY**

- An athlete must compete in (5) five of the invitational meets finishing in the top three positions on the Pinnacle team in at least (3) meets
- An athlete who finished in the top (6) scoring places in at least ( 5 ) meets
- An athlete who finished in the top three overall results of any individual or region meet or qualifies to compete in the state meet as a team or individual
- An Athlete who participates in every regular season meet and at region meet and/or who makes the team as a senior and competes in at least 5 meets

### **GIRLS BASKETBALL**

- Athletes must play in at least 30 quarters of a varsity game or make the varsity team as a senior.
- Athletes must regularly attend ALL classes and be in good academic standing.
- Athletes must have good character.

### **BOYS BASKETBALL**

- Athletes must play in at least 20 quarters (5 games total) of a varsity game or make the team as a Senior.
- Athletes must be in good academic standing during the quarters that the athlete participates in that sport.
- Athletes shall have good character and be a positive influence to those around them both on and off the court.

### **BOYS AND GIRLS GOLF**

- Athletes must play in at least 3 golf matches or make the team as a Senior.
- Athletes must be in good academic standing during the quarters that the athlete participates in that sport.
- Athletes shall have good character and be a positive influence to those around them both on and off the course.

#### **BOYS AND GIRLS TRACK**

- An athlete must compete in (5) five of the invitational meets finishing in the top three positions on the Pinnacle team in at least (3) events, or meets, or
- Finish in the top three overall results of any individual meet or region meet or who qualifies to compete in the state meet in a team or individual event.
- An Athlete who participates in every regular season meet and at the region meet and/or who makes the team as a senior and competes in at least 5 meets.

#### **GIRLS SOFTBALL**

Board Approved August 2025

- Attend all games and practices unless excused by the coach
- Athletes must be in good academic standing during the quarters that the athlete participates in that sport.
- Athletes must have good character.
- Athletes must play in 75% of varsity games.

#### **RESPONSIBILITIES**

The **Athletic Director** is responsible for player eligibility, scheduling, ordering, maintenance of athletic facilities and coordination with the Administration of all issues regarding athletics. The AD will represent Pinnacle at all association meetings, coordinate training of the coaching staff, assist with Senior Night as needed, attend all parent meetings, maintain inventories and troubleshoot all athletic events.

Each **Head Coach** will complete all certification requirements for coaching prior to the start of each season. Coaches manage all aspects of their team and will distribute, collect and inventory uniforms and equipment, train and teach fundamentals and skills of the sport, assist with field/court preparation, supervise all team members at all events, supervise all assistant coaches, check student athlete grades weekly, submit scores and results through proper networks and organize the Senior Night and awards banquet. Coaches will model respect while consistently demonstrating good sportsmanship and teamwork.

The **Student Athlete** will follow all academic and citizenship policies, exhibit good sportsmanship at all times, refrain from using profane and obscene language at practices and games, obtain a physical exam (at the participant's expense), and are required to sign the Athletic Responsibility Contract. Students who quit the team or who are ruled ineligible to participate for any reason will be charged the full replacement cost of any shoes, clothing or equipment.

The **Parents/Guardians** of each student athlete are responsible for their athletes' participation ensuring they attend practices and games, contact the coaches if players will be absent, are academically eligible, have been medically cleared to participate, return uniforms/equipment promptly to avoid being charged replacement costs. Parents/guardians are required to sign the Athletic Responsibility Contract for their athlete. Parents/guardians shall model for their athlete appropriate means of communication and shall never "trash talk" about the coaches, players or officials. shall any parent/guardian confront coaches or officials before, during or after a game, the student athlete may be benched for future games and/or dismissed from the team.

#### **COACHES AND SCHOOL ACTIVITY LEADERS AS SUPERVISORS AND ROLE MODELS (R277-605-3).**

Coaches, assistants, advisors and other designated school leaders shall:

- diligently supervise students on the field, court or competitive site, in locker rooms, seating areas, in eating establishments and lodging facilities, and while traveling
- be responsible for a student as long as a student remains on school grounds following a school-sponsored activity, subject to Pinnacle policy, consistent with this rule
- Shall be an exemplary role model and may not use alcoholic beverages, tobacco, controlled substances, or participate in promiscuous sexual relationships while on school-sponsored activities
- Shall act in a manner consistent with Section 53G-8-209 and may not
  - Use foul, abusive, or profane language while engaged in school related activities
  - Permit hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restrain, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.
  - Shall complete LEA training on bullying, cyber-bullying, hazing, and retaliation, consistent with Subsection R277-613–4(5).

Coaches who are in violation of the above policy are subject to disciplinary consequences that may include removal from coaching and/or a \$500 fine assessed by Region 19 (Board Approved August 2025)

**ATHLETIC AND ACTIVITY CLINICS (R277-605-4).**

School personnel, activity leaders, coaches, advisors, and other personnel may not require students to attend out-of-school camps, clinics, or workshops for which the personnel, activity leaders, coaches, or advisors receive remuneration from a source other than the school or district in which they are employed. Required or voluntary participation in summer or other off-season clinics, workshops, and leagues may not be used as eligibility criteria for team memberships, participation in extracurricular activities, or for the opportunity to try out for school-sponsored programs.

# PINNACLE SCHOOLS

210 North 600 East, Price, UT 84501  
(435) 613-1802

## ATHLETIC RESPONSIBILITY CONTRACT

**ATHLETE'S NAME** [please print]

**SCHOOL YEAR**

**SPORTS** [circle all that apply]

|          |               |            |            |      |          |       |
|----------|---------------|------------|------------|------|----------|-------|
| BASEBALL | CROSS COUNTRY | VOLLEYBALL | BASKETBALL | GOLF | SOFTBALL | TRACK |
|----------|---------------|------------|------------|------|----------|-------|

*I have read the Athletic Policy for Pinnacle Schools and agree to abide by all policies. I understand my responsibilities as outlined in the policy and that I will be held accountable for my actions. By signing this contract, I am giving permission for my student athlete to be drug tested per school policy.*

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

## 2.1.18 FOREIGN EXCHANGE STUDENT POLICY

**BOARD APPROVED:** April 10, 2018

1. Pinnacle High School will adhere to the requirements of Subsection 53A-2-206(6) and provisions which create a safe environment for foreign exchange students.
2. Prior to accepting students through a foreign exchange student agency, Pinnacle High School shall require and maintain a sworn affidavit of compliance.
3. A sworn affidavit of compliance shall include confirmation that the foreign exchange placing agency is in compliance with applicable policies of Pinnacle High School's governing board, has completed a household study, including a background check consistent with Section 53A-3-410 of all adult residents of each household where foreign exchange students will reside; has reviewed the information revealed through the background checks with an appropriate Pinnacle High School official. Host families must complete a background study to assure that the exchange student will receive proper care and supervision in a safe environment.
4. The foreign exchange student placing agency will provide proof that they have provided host parents with training appropriate to their positions including information about enhanced criminal penalties under Subsection 76-5-406(10) for persons who are in a position of special trust, provide proof that they will send a representative to visit each student's place of residence at least monthly during the student's stay in Utah; will cooperate with school and other public authorities to ensure that no exchange student becomes an unreasonable burden upon the school or other public agencies; will give each exchange student names and telephone numbers of agency representatives and others who could be called at any time if a serious problem occurs, in the exchange student's native language and will provide alternate placements so that no student is required to remain in a household if conditions appear to exist which unreasonably endanger the student's welfare.
5. Pinnacle High School shall provide each approved foreign exchange students agency with a list of names and telephone numbers of individuals not associated with the agency who could be called by an exchange student in the event of a serious problem. A foreign exchange student agency shall provide a copy of a list in the student's native language provided by Pinnacle High School in accordance with Subsection (4) to each foreign exchange student.

## 2.1.19 VALUABLES / ELECTRONIC DEVICES / CELL PHONE POLICY

**Board Approved:** May 5, 2026

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.

Personal cell phones and other electronic communication devices are allowed in the secondary school in the hallways between classes and during lunch. Phones shall be put on silent from the start of the school day until the end of the school day. When the students leave the classroom for any reason, phones will stay with the teacher in the classroom.

Secondary students will be educated by their teachers as to the appropriate use of electronics in the classroom. After the second time of students losing their phone, administration will meet with parents and the students will no longer be allowed to bring their phone to school.

## **2.1.20 LIBRARY FEES / OVERDUE BOOKS**

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 administration. 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.

## **2.1.21 SENSITIVE MATERIALS POLICY**

**BOARD APPROVED:** August 23, 2022

### **I. Library Policy**

- a. Pinnacle Canyon Academy school libraries support and enhance student learning. Pinnacle Canyon Academy values libraries, media centers, and library staff who select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.
- b. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on Section 53G-10-103, Sensitive Instructional Materials, state and federal law, Board Rule R277-217, Educator Standards and LEA Reporting, or based on age-appropriate content.
- c. All employees of Pinnacle Canyon Academy must adhere to this policy and are subject to the Pinnacle Canyon Academy Employee Conduct policies for any personal violation.

### **II. Selection of Materials for Library Collection**

- a. The library professional or designated Pinnacle Canyon Academy volunteers will initially select all library materials under the direction of the local board, including gifts and donations, consistent with this policy using the following criteria:
  - i. seek recommendations and work collaboratively with parents, patrons, others in the school community during the selection process;
  - ii. create a collection that reflects diversity of ideas; and
  - iii. create a collection that adheres to the law.
- b. Electronic databases and other web-based searches and content will be filtered through the Pinnacle Canyon Academy state-required internet filter.
- c. Gifts and donations will be reviewed following selection criteria and will be accepted or rejected using the same criteria, and
- d. The responsibility for final material selection rests with trained library personnel under direction of the governing board of Pinnacle Canyon Academy using the following criteria:
  - i. Overall purpose and educational significance;
  - ii. Legality;
  - iii. Age and developmental appropriateness;
  - iv. Timeliness and/or permanence;
  - v. Readability and accessibility for intended audience;
  - vi. Artistic quality and literary style;
  - vii. Reputation and significance of author, producer, and/or publisher;
  - viii. Variety of format with efforts to incorporate emerging technologies;
  - ix. Quality and value commensurate with cost and/or need.
- e. A record of reviewed materials will be maintained by each school within Pinnacle Canyon Academy and include:
  - i. the name of the school;
  - ii. the title and author of the material;

- iii. all available formats of the material (digital/hard copy/etc.);
- iv. the intended use of the material;
- v. the date the material was reviewed; and
- vi. the employee's name and title that reviewed the material.

### III. **Library Collection Maintenance**

- a. Library materials will be maintained consistent with the criteria listed in II.D, state, and federal laws, including Utah Code Ann. Section 53G-10-103, and represent varying viewpoints.
- b. The school librarian or designated specialist will inventory the school library collection and equipment every two years.
  - i. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.
  - ii. The inventory may also be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum or of interest to students.
  - iii. Identify gaps or deficits in the library's collection.

### IV. **Library Materials Review Process**

- a. Pinnacle Canyon Academy will ensure that each school within Pinnacle Canyon Academy approves a least restrictive, transparent process for a library materials review request to be made in physical or electronic formats.
- b. A library materials review request of a material **may only be made by:**
  - i. a parent of a student that attends the school;
  - ii. a student who attends the school; or
  - iii. an employee of the school.
- c. If challenges become unduly burdensome Pinnacle Canyon Academy may limit the number of challenges an individual may make in the course of a school year.
- d. A library materials review may be based upon the concern that the material is a sensitive material as defined in Section 53G-10-103, or upon concerns with age-appropriateness of content.
- e. The identity of the requestor will be protected and kept confidential from all individuals outside of the review process outlined in this policy, to the extent possible.
- f. Pinnacle Canyon Academy will ensure each school provides access to a Library Materials Review Request Form: **Library Materials Review Request**.
- g. The requestor must provide all information requested on the form including the requestor's complaint or objection to the library material.
- h. The material that is subject to a review request will have restricted access by maintaining the material behind the circulation desk or requiring an access code for digital materials until the processes described in this policy are completed. Access is limited to students with prior parent/guardian permission only. A list of restricted materials shall be made available to the public.
- i. The material's access level will be consistent in all schools within Pinnacle Canyon Academy until a final determination is made regarding the material.
- j. Upon receipt of a request for review, the school administrator or designee will acknowledge the receipt of the request, create a case number for the review, and convene a Review Committee within a reasonable time according to the procedure outlined below:
  - i. A Review Committee will include a reasonable and an odd number of individuals.
  - ii. Members of the committee will include:
    - 1. a facilitator chosen by Pinnacle Canyon Academy's administration;
    - 2. at least one administrator or designee;
    - 3. a licensed teacher at the school who is currently teaching English language arts or subject relevant to the challenged material;
    - 4. a licensed teacher-librarian or school librarian; and
    - 5. parents of current students at the school that number at least one more than the LEA employees on the Committee including parents reflective of the school community as

required in Subsection 53G-10-103(3).

- k. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requestor of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days.
- l. The Review Committee may request that the Pinnacle Canyon Academy board determine the maximum amount of time allowed for review and determination.
- m. Members of the Review Committee will receive materials to complete the review process, including the following:
  - i. access to the complete work that includes the material being challenged;
  - ii. a copy of the Materials Review Request form;
  - iii. a copy of this policy
  - iv. relevant information about the title compiled and shared by the library staff, including reason for initial approval of the material; and
  - v. recorded public comment as described below in Subsection O.
- n. Prior to a decision of the Review Committee the school conducting the review will provide an opportunity for public comment regarding the material at a governing board meeting.
- o. The school conducting the review will provide notice to parents about the opportunity to provide public comment and include the name of the material that is the subject of the materials review at least 48 hours prior to the scheduled meeting for public comment.
- p. The school conducting the review will record all public comment, including written comment received, and make those comments available to the Review Committee within 48 hours of the public comment meeting.
- q. The Review Committee will schedule meetings as determined by the Review Committee and maintain minutes of each meeting.
- r. The notes from each meeting will be retained by Pinnacle Canyon Academy conducting the review along with all relevant documentation and the final determination.
- s. The Review Committee will determine whether the material constitutes sensitive material consistent with Section 53G-10-103, this policy, and the guidance letter provided by the Attorney General's Office dated June 1, 2022.
- t. In deciding whether the material constitutes sensitive material, the Committee must:
  - i. consider all elements of the definitions of pornographic or indecent materials as defined in Utah Code Sections 76-10-1235, 76-10-1201, 76-10-1203, and 76-10- 1227; and Final Passed Version July 26, 2022
  - ii. whether the material is age appropriate due to vulgarity or violence.
- u. In deciding whether the material is age appropriate due to vulgarity, violence, or content, the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, or scientific value for minors, which may include the following objective criteria:
  - i. reliable, expert reviews of the material or other objective sources;
  - ii. committee members' experience and background; and
  - iii. community standards.
- v. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value as described in Subsection U, the Committee shall consider that:
  - i. serious value does not mean any value; and
  - ii. greater protections shall exist concerning content for a library in an elementary or middle school setting.
- w. The Review Committee will make a final determination of a reviewed material as follows:
  - i. Retained: the determination to maintain access in a school setting to the challenged material for all students.
  - ii. Restricted: the determination to restrict access in a school setting to the challenged material for certain students as determined by the Review Committee. 3. Removed: the determination to

- prohibit access in a school setting to the challenged material for all students.
- x. The decision of the Review Committee will be determined by majority vote.
- y. A material may not be reviewed again for three school years following the Review Committee's Determination.
- z. The final determination of the Review Committee will be communicated to the requestor and appropriate employees within 5 school days of the decision being made.
- aa. Pinnacle Canyon Academy will maintain a list of all materials that receive a "removed" determination.
- bb. Decisions of all challenged books will be communicated.

#### **V. Appeals Process**

- a. The original requestor or another individual who was not on the Review Committee may appeal the determination of the Review Committee in writing to the school principal within 15 business days of receipt of the Review Committee's final determination using an Appeal Request Form.
- b. If an appeal is filed with the school principal, the local governing authority will act as the Appeals Committee. The local governing authority (Appeal Committee) may add parent or school administrator member(s) who did not participate in the initial Review Committee, only as necessary to have an odd number of members.
- c. If there is not an appeal of the Review Committee's recommendation, the Review Committee's recommendation is the final determination for the challenged material.
- d. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 60 school days and a preference for 30 school days, of a material required to make a thorough and thoughtful decision and inform the requestor of the determined timeline.
- e. Members of the Appeals Committee will receive materials to complete the review process, including the following: Final Passed Version July 26 2022.
  - i. a copy of the material;
  - ii. a copy of the Materials Review Request form
  - iii. all meeting minutes;
  - iv. the Review Committee's final recommendation and rationale for the decision;
  - v. any other documents considered part of the administrative record related to the Review Committee's proceedings including all recorded public comments as described in Subsection V.O. above.
- f. The Appeals Committee will schedule meetings as needed, as determined by the Appeals Committee and maintain minutes of each meeting.
- g. The notes from each meeting will be retained by the Pinnacle Canyon Academy along with all relevant documentation and the final determination by the Appeals Committee.
- h. The Appeals Committee may make a final determination of a reviewed material as follows:
  - i. Retained: the determination to maintain access in a school setting to the challenged material for all students;
  - ii. Restricted: the determination to restrict access in a school setting to the challenged material for certain students;
  - iii. Removed: the determination to prohibit access in a school setting to the challenged material for all students; or
  - iv. Another determination as decided by the Appeals Committee.
- i. The decision of the Appeals Committee will be determined by majority vote.
- j. A material may not be reviewed again for three school years if the Appeals Committee votes to uphold a Review Committee's determination.
- k. The final determination of the Appeals Committee will be communicated to the requestor and appropriate employees within 10 days of the determination.
- l. Pinnacle Canyon Academy will maintain a list of the determinations by Appeals Committee and make the list available to all schools within Pinnacle Canyon Academy and the public.

#### **VI. Final Procedural Review (Not Legally Binding until USBE amends R277-123)**

- a. The requestor in V.A., may petition the USBE for a procedural review of the Appeals Committee's

decision.

- i. The USBE will review the petition and determine if a procedural review is warranted, to determine whether the LEA correctly followed its library materials review policy referred to in Rule R277-628.
  - ii. That determination may include the USBE's decision to have the appeal considered initially by a USBE Committee or a panel of USBE members.
  - iii. If the USBE determines in USBE's procedural review that the LEA did not correctly follow its materials review policy, it will return the appeal to the LEA with direction to repeat its review process in compliance with its library materials review policy referred to in Rule R277-628.
- b. The USBE will make a final written appeal decision no more than 60 school days after the USBE's determination that the appeal satisfies the criteria for USBE review.
  - c. This USBE review decision is final.

**VII. Communication Final**

- a. An easily accessible webpage on the public website for Pinnacle Canyon Academy will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:
  - i. A Materials Review Request Form
  - ii. An Appeal Request Form
  - iii. Application to serve on a materials Review Committee;
  - iv. This Library Policy;
  - v. A list of all materials that are restricted while under Review or have received a Review Committee or Appeals Committee determination.
  - vi. If made aware of material that may be considered sensitive material as defined in Section 53G-10-103, Pinnacle Canyon Academy will inform relevant parties regarding appropriate actions to take pursuant to this policy. Final Passed Version July 26, 2022.

#### 2.1.21.1 SENSITIVE MATERIALS REVIEW FORM

**SENSITIVE MATERIALS POLICY**  
**Materials Review Form**

|                                                                 |  |
|-----------------------------------------------------------------|--|
| <b>Title</b>                                                    |  |
| <b>Author</b>                                                   |  |
| <b>School</b>                                                   |  |
| <b>Review request initiated by<br/>(please print full name)</b> |  |
| <b>Telephone</b>                                                |  |
| <b>Address</b>                                                  |  |
| <b>City</b>                                                     |  |
| <b>Zip</b>                                                      |  |
| <b>Email</b>                                                    |  |

- 1) Does your child attend this school?      [ ] Yes                  [ ] No
- 2) Was this material recommended, assigned, or made available through the students' school?  
[ ] Yes                  [ ] No

If so, where?

- 3) What concerns you about this material? Please provide examples, page numbers, links, or any other information to help in locating or identifying content of concern. Please attach any images or other corroborating evidence.
- 4) What action are you requesting the committee to consider?

Signature

Date \_\_\_\_\_

\*\*\*\*\*Below is for internal use only\*\*\*\*\*

LEA Appointed Committee Convener/Facilitator (Determined by Pinnacle Canyon Academy Administration)

Suggested Review Timeline: \_\_\_\_\_

## 2.1.21.2 SENSITIVE MATERIALS APPEAL REQUEST FORM

### APPENDIX U2: SENSITIVE MATERIALS POLICY Appeal Request Form

#### INSTRUCTIONS

A requestor will submit the District Appeal Form along with a copy of the School Library Materials Reconsideration decision within 15 business days of receiving the decision of the School Library Material Reconsideration Committee.

#### REQUESTOR INFORMATION

|                                |  |
|--------------------------------|--|
| Date                           |  |
| Legal Name of Guardian         |  |
| Address                        |  |
| Email                          |  |
| Phone Number                   |  |
| School                         |  |
| School Challenge Decision Date |  |

The submission of a District Appeal Form will receive a receipt of notice of submission within ten (10) school calendar days. The receipt of submission will include an estimated timeline for a determination of the District Appeal to be completed within a reasonable time period not to exceed 15 school days.

#### CHALLENGED MATERIAL INFORMATION

|                                    |  |
|------------------------------------|--|
| Title                              |  |
| Author                             |  |
| Publisher and date of publication  |  |
| School where title can be accessed |  |

Please provide a written statement setting forth your rationale to appeal the School Committee's decision regarding the title (attach additional pages as needed).

|  |
|--|
|  |
|--|

Requestor's Signature: \_\_\_\_\_

## **2.1.22 SCHOOL DAYS**

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.

## **2.1.23 LEA RELATIONSHIP TO ACTIVITIES INVOLVED EDUCATORS R277-107-3**

**BOARD APPROVED:** January 2026

Pinnacle may sponsor extracurricular activities or opportunities for students. Those extracurricular activities are subject to school fee laws and rules, including the provisions of R277-407; fee waivers; procurement laws; and all other applicable laws and rules.

An employee that participates in a private, but public education-related activity, is subject to the following requirements:

1. An employee's participation in the activity shall be separate and distinguishable from the employee's public employment;
2. An employee may not, in promoting private, but public education-related activity:
  - (a) contact students at a public school, except as permitted by this rule; or
  - (b) use education records, resources, or information obtained through the employee's public employment unless the records, resources, or information are readily available to the general public.
3. An employee may not use school time to discuss, promote, or prepare for:
  - (a) a private activity; or
  - (b) a private, but public education-related activity.
4. An employee may:
  - (a) offer private, but public education-related services, programs or activities to students provided that they are not advertised or promoted by the employee during school time;
  - (b) discuss a private, but public education-related activity with students or parents outside of the classroom and the regular school day;
  - (c) use student directories or online resources which are available to the general public; and
  - (d) use student or school publications in which commercial advertising is allowed, to advertise and promote the activity.
5. An employee may not condition credit and participation in a public school program or activity on a student's participation in such activities as clinics, camps, private programs, or travel activities, which are not equally and freely available to all students.
6. No employee may state or imply to any person that participation in a regular school activity or program is conditioned on participation in a private activity.
7. No provision of this rule shall preclude a student from requesting or petitioning Pinnacle for approval of credit based on an extracurricular educational experience consistent with Pinnacle's policy.

## **2.2 FAMILY POLICIES**

### **2.2.1 PARENT RESPONSIBILITIES**

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 Title I Parental Involvement Policy and/or the Parent/School Educational Compact.

### **2.2.2 NEW FAMILY ORIENTATION**

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

### **2.2.3 DROP OFF OR PICK UP POLICY**

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.

### **2.2.4 COMPLAINT PROCEDURES**

**BOARD APPROVED:** January 22, 2020

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. When you access the form on the website, you will see:

*PINNACLE SCHOOLS COMPLAINT PROCESS (added to The Pinnacle Code January 2020)*

*Pinnacle Canyon Academy has a formal complaint process for students and parents who have complaints or concerns regarding our school, staff and/or students. Complaints should first be addressed through direct communication with the school's administration or through the online complaint process on the school webpage. Parents may also contact Pinnacle's Board of Directors. Parents who post inappropriate, disparaging and negative feedback about the school, the staff or the students on any social media platform will be contacted by the principal and will be informed that all such posts must be removed immediately and that they need to take their child(ren) to another school. Should negative posts about the school, staff and/or students remain on social media platforms, Pinnacle's attorney will contact all involved parties.*

Parents can then follow the directions and complete the form to submit a complaint which will be sent to the Board President and/or administration.

Any civil rights complaints can follow the procedure listed in the COMPLAINT PROCEDURE policy.

## 2.2.5 PINNACLE CANYON ACADEMY PARENT/SCHOOL COMPACT

BOARD APPROVED: October 2025

### Parent Responsibilities:

- I understand that this is a Parent/Teacher/Board governed school.
- I will help the school to make learning a primary occupation for my child.
- I will supervise my child's homework to assure that all assignments are completed on schedule.
- I will spend time daily reading with my child(ren) and encouraging them to read independently as well.
- I will ensure that my child is dressed for school in appropriate clothing that adheres to the dress code.
- My child will be sent to school healthy, well nourished, clean and prepared to learn.
- I will provide transportation for my child to and from school, unless my student rides the school bus. Students shall be in class by 8:30 a.m. each day and picked up by 3:15 each day.
- I will attend all parent-teacher conferences and all meetings requested by teachers.
- I will take responsibility for the behavior of my child in school.

### Student Responsibilities:

- Students will be respectful to school staff.
- Students will adhere to school policies.
- When students ride Pinnacle school buses, they will adhere to state busing policies and school policies.

### School Responsibilities:

- The school commits to provide teachers who are licensed in the State of Utah in their content areas, who arrive at work prepared to teach, who are substance free, and who respond appropriately to student behavior.
- The school commits to provide adequate supervision for your child during recess, lunch and throughout the school day.
- The school commits to prepare students academically.
- The school commits to provide safe and clean facilities for students.
- The school commits to follow all the guidelines, rules and responsibilities as outlined by Utah law, the State Office of Education, The State Charter School Board and Pinnacle Canyon Academy's Board of Directors.

I understand that this compact is an agreement with all other parents in the school to support teachers, staff and volunteers as they work to help make my child a productive, cooperative member of the school community.

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Parent Signature

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Student Signature

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School Signature



## 2.2.6 VOLUNTEERING

All volunteers need to first check in at the school office, get a volunteer name badge and sign the **Volunteer Contract** 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.

## 2.2.7 PINNACLE VOLUNTEER CONTRACT

# PINNACLE CANYON ACADEMY

210 North 600 East, Price, UT 84501 -- (435) 613-8102

## VOLUNTEER CONTRACT

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Thank you for volunteering at Pinnacle Canyon Academy! We love having parents, grandparents, and family support our students. Below are our volunteer expectations:

- ❖ CHECK IN at the front office.
- ❖ Wear the VISITOR BADGE you are given.
- ❖ Please leave personal items in the car. If you have a cellphone, please silence it.
- ❖ Volunteers can order a school lunch, if they choose. Lunch must be ordered by 8:30 a.m. the day you volunteer and must be paid for in the office.
- ❖ The teacher will give you an assignment/task.
- ❖ Only the teacher disciplines in the classroom, please do not correct students.
- ❖ Please do not be a distraction in the classroom.
- ❖ Please be dressed appropriately. No revealing clothing, inappropriate t-shirts, pajamas, etc...
- ❖ Volunteers may not bring any other children when they volunteer.
- ❖ Anyone volunteering in the classroom must follow rules of confidentiality in the school setting. Speaking about children to others outside of the school is NEVER appropriate and is prohibited. This includes not posting anything about students or our school on social media. If you see a problem, report it to the teacher.
- ❖ If you have any questions, please ask the teacher or the secretary in the front office (lunch, bathroom, etc...).

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**SIGNATURE**

**DATE**

✓ By signing above, I understand and will follow the volunteer expectations listed above.

## **2.2.8 FUNERAL EXPENSES FOR PINNACLE FAMILIES**

**BOARD APPROVED:** February 20, 2024

Over the history of Pinnacle Canyon Academy, our students' families lose an average of two family members per year. To assist families with funeral expenses, Pinnacle has donated money to the designated funeral home. The amount donated can vary as sometimes employee contributions cover the amount of the funeral expenses. This funding is allocated from the general fund per state guidelines.

## **2.2.9 TITLE 1 PARENTAL INVOLVEMENT POLICY AND FAMILY ENGAGEMENT POLICY**

### **Purpose and Philosophy**

Three decades of research provide convincing evidence that parents are an important influence in helping their children to achieve high academic standards. In support of strengthening student academic achievement in Title I, Part A the Board adopts this policy establishing its expectations for collaboration with parents to help their children learn and parents' involvement in school activities and decision-making about their children's education.

### **General Expectations for Involvement of Parents**

- A. Pinnacle will put into operation programs, activities and procedures for the involvement of parents. This will be consistent with section 6318 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures will be carried out in consultation with the parents of participating children.
- B. Consistent with section 6318, Pinnacle will ensure that the required school-level parental involvement policies meet the requirements of section 6318(b) of the ESEA, and include a school/parent compact consistent with Section 6318(d) of ESEA.
- C. Pinnacle will incorporate this parental involvement policy into the LEA plan developed under section 6312 of the ESEA.
- D. In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 6311 of the ESEA in an understandable and uniform format and to the extent practical, in a language parents understand.
- E. If the LEA plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to USOE. Parents will be instructed to review the plan on the website and provide comments via the website or other electronic media.
- F. The school will involve the parents of children served in Title I, Part A, in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and ensure that not less than 95 percent of the percent reserved goes directly to the school.
- G. The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition: Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensure that parents play an integral role in assisting their child's learning; that parents are encouraged to be actively involved in their children's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child and the carrying out of other activities, such as those described in section 6311 of the ESEA.

### **Description of Pinnacle Parental Involvement Policy**

- Pinnacle will take the following actions to involve parents in the joint development of its parental involvement plan under section 6312 ESEA. A list will be compiled of parents who want to serve on a

committee to review the policy. Parents will be called and invited to a meeting. Information concerning this policy will be prepared and given to each committee member.

- The school will take the following actions to involve parents in the process of school review and improvement under section 6316. A school plan will be developed yearly and reviewed by the Board. The school plan will be posted on the school webpage. Parents will be instructed to provide comments to the plan via the website or other electronic media.
- The school will provide the following necessary coordination, technical assistance and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- The school will coordinate and integrate parental involvement strategies in Title 1, Part A, with parental involvement strategies under other programs by: Coordinating parental involvement strategies with directors of other departments, i.e., Special Education, Assessment, etc. Administrators will provide teachers and staff with information on resources to use throughout the year as they involve parents in classrooms, at conferences and school activities.
- The school will take the following actions to conduct, with the involvement of the parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of Title 1, Part A, programs. The evaluation will include identifying barriers to greater participation of parents. The school will use the findings of the evaluation to design strategies for more effective parental involvement and to revise it if necessary. The school will involve parents of Title 1 students to develop, review and revise the Parental Involvement Policy. The school will work with parents to identify barriers to parental involvement. A list of barriers will be submitted to the leadership team for review at the end of each year.
- The school will build the school's and the parents' capacity for strong parental involvement to support a partnership among the schools involved, parents and community to improve student academic achievement through the activities as listed below: Information and assistance in understanding topics such as: Utah's academic content standards, Utah's student academic achievement assessments, the requirements of Title 1, Part A, monitoring their children's progress and working with educators. Information will be disseminated to parents through parent meetings, information with report cards, and on the school webpage and through current school messaging system.
- The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster parental involvement by: By providing resources to sponsor parent seminars, family nights, and other parent child activities. Developing the school webpage, online learning platforms and the SIS system to keep parents current on their child's academic performance. Providing hard copies to parents as needed. Providing information to parents via automated phone calls.
- The school will educate its teachers, student services personnel, principals and other staff on how to reach out to, communicate with, and work with parents as partners in building ties between home and schools by: offering suggestions to teachers during staff meetings, providing training for administrators, support personnel, etc.
- The school will ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating students in understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand by: Have interpreters available when possible to translate information, provide training to staff on culture, poverty, discipline, etc... and provide materials upon request as often as possible in a language the parent understands.

## **MAINTENANCE OF EFFORT**

Pinnacle receives Title I, Part A funds and will comply with the annual Maintenance of Effort (MOE) requirement. In short, MOE requires districts to maintain a consistent floor of state and local funding for free public education from year-to-year. For Pinnacle, MOE applies to Title I, Part A.

Consistent with MOE policy, Pinnacle may not use funds to reduce the level of expenditures for the education of children from state and/or local funds below the level of those expenditures for the preceding fiscal year.

For eligibility determination, the USBE must determine that Pinnacle's budgets are at least the same total spent for that purpose from the same source for the most recent prior year for which information is available. Sources of funds may be either local funds only or a combination of State and local funds. The USBE will not consider any expenditure made from funds provided by the Federal Government for which the USBE or Pinnacle is required to account to the Federal Government in determining Pinnacle's compliance.

The following are **allowable reductions** in the levels of expenditures:

1. The voluntary departure, by retirement or otherwise, or departure for just cause of service personnel
2. A decrease in the enrollment of qualifying students
3. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment

Maintenance of Effort can be satisfied by Pinnacle in one of the following two ways:

1. By looking at the amount Pinnacle has expended in non-federal expenditures two years previously, taking 90% of that amount, the results must be greater than or equal to the amount spent in the previous year for Pinnacle to have no reduction in funds for the current year; or
2. By looking at the amount Pinnacle has expended per pupil in non-federal expenditures two years previously, taking 90% of that amount, the results must be greater than or equal to the per pupil cost of the amount spent in the previous year for Pinnacle to have no reduction in funds for the current year.

Calculating the percentage of fund reduction, if necessary, is also determined two ways:

1. Overall expenditures, or
2. Per pupil expenditures.

Since the LEA can satisfy the MOE by either method, the SEA will use the lower of the two percentages to calculate the actual percentage of decrease for the current year. This percentage is multiplied by the previous year's allocation to determine the dollar amount of reduction. The amount of reduction will be made to the following year's allocation.

MOE is reviewed annually and LEAs that have maintained the level of state and local funding for four out of every five years will not be assessed penalties. USBE's Financial Operations office calculates MOE using the accounting records LEAs supply annually to the SEA. The SEA is required to reduce the amount of Title I, Part A allocations in the exact proportion by which a LEA fails to maintain effort by falling below 90% of both the combined fiscal effort per student and aggregate expenditures (using the measure most favorable to the district).

After MOE is calculated, LEAs can apply to ED for a waiver if there are extenuating circumstances, such as a natural disaster or a precipitous decline in the financial resources of the LEA.

## **2.2.10 FUNDRAISING**

Per Pinnacle's charter, students will not be involved in fundraising for the school. School-driven fundraisers raise money to support internships, supplies, textbooks, college courses for high school students, and support for families in need.

## **2.2.11 OUT-OF-SCHOOL PROGRAM**

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.

## **2.2.12 COMMUNITY USE OF FACILITIES**

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.

## **2.2.13 RESERVING GYMNASIUM/SCHOOL FACILITIES**

**BOARD APPROVED:** May 13, 2020

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.