

Promontory School Threat Assessment and Team Policy 1

Definitions

- A. For purposes of conducting threat assessments, a threat is an expression of intent to harm someone that may be spoken, written, communicated via social media, or gestured. An expression of intent to harm self or others is considered a threat regardless of whether it is communicated to an actual or prospective victim and regardless of whether the actual or prospective victim is aware of the threat existing, whether orally, visually, in writing, or electronically. Behavior that implies an intent to harm someone, such as bringing a weapon to school, is also considered a threat for threat assessment purposes.
- B. A threat assessment is a procedure to identify potentially dangerous or violent situations and resolve them. Threat assessments are intended primarily to assess threats to harm others, but Utah law includes threats to self in the threat assessment process. Therefore, students who threaten to harm themselves should be assessed using procedures for the assessment and management of suicide or self-harm, and when appropriate, assessed for potential harm to others.
- C. A transient threat is a threat that does not express a lasting intent to harm someone. A threat is transient only if it can be quickly and easily resolved and no longer exists.
- D. A substantive threat is a threat that expresses a continuing intent to harm or assault others. Substantive threats are classified as serious if they involve a threat to fight or assault someone and very serious if they involve using a weapon or a threat to kill, rape, or inflict severe injury to someone.

Threat Assessment Teams

- A. The district shall establish a Threat Assessment Lead. This individual is in a leadership position that serves at the district level and has the ability and authority to influence district wide threat assessment policy and implementation, district wide communication, mobilize individual schools to sustain and implement the program, as well as has knowledge of the district's policies and procedures when it comes to school safety and responding to threats.
- B. The Threat Assessment Lead shall convene a district-wide committee to assist the Threat Assessment Lead in communicating and implementing threat assessment across the school district, informing school principals and teams, parents, students and others. Potential committee members include district-wide administrators, the school district's attorney, school district communication staff, members of the Board of Education, and other school employees with expertise in threat assessment.
- C. The Threat Assessment Lead shall work with each school to establish its Threat Assessment Team, for the assessment of and intervention with individuals whose behavior may pose a threat to the safety of the school community, including students and school staff.
 - a. Each team shall include persons with expertise in counseling, instruction, school administration, and law enforcement. Depending on school staffing, it is recommended that a threat assessment team include school administration (such as a principal or vice principal), mental health professionals (counselors, psychologists, social workers), School Resource Officers/local law enforcement, and other staff playing a role in threat assessment within the school.
 - b. Each team shall:

- i. Meet quarterly with the Threat Assessment Lead for maximum impact and to ensure fidelity
 - ii. Complete an evidence-based threat assessment training provided by the district (retraining will occur every 3 years)
 - iii. Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
 - iv. Identify members of the school community to whom threatening behavior should be reported; and
 - v. Implement school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.
- B. All school division employees, volunteers, and contractors are required to report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, or self.
- C. In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.
- D. Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and State law.

Threat Assessment Policy

- A. A threat assessment may be conducted if a student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is reasonably likely. The goal of the threat assessment is to provide assistance to the student being assessed, to support that student, victims or potential victims, and to take appropriate preventive or corrective measures to maintain a safe and secure school environment. A threat assessment is not a disciplinary action, and is not a prerequisite to disciplinary action. Documents completed as part of a threat assessment may or may not be used in a disciplinary proceeding.
 - a. Student threats shall be reported to the School Threat Assessment Team and should include the context of the threat or remark.
 - b. The student who communicated the threat, the recipient(s) of the threat, and witnesses shall be interviewed to obtain specific information regarding the threat, in accordance with the district's Threat Assessment Guidelines.
 - c. When a threat is reported to the school team, the team makes a preliminary determination of the seriousness of the threat. If it can be determined that the threat is a transient threat and has been resolved, the Threat Assessment Documentation may be completed at the School Threat Assessment Team's discretion. If the threat has not been resolved, the Threat Assessment Documentation and Threat Assessment and Response Summary Sheet forms shall be completed.
 - d. In every instance in which a threat against a student is not immediately resolved, a designee from the School Threat Assessment Team shall notify the parent/guardian of the student who made the threat. The School Threat Assessment Team designee shall also notify any identifiable victims or targets of the threat. If the target is a student or students, the parent/guardians shall also be notified. If the threat is not specific about the identity of the victims(s), the Threat Assessment Team designee shall, in coordination with school administration, make a determination based on the circumstances of the threat whether it is appropriate to disseminate a general notification to the school

- community, such as a letter to parent/guardians. In most cases, such a letter would be appropriate to address questions and concerns that might be disruptive to learning and to solicit information that would be relevant to resolving the threat.
- e. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed.
 - f. If the threat is determined to be serious substantive or very serious substantive, the Threat Assessment Documentation and Threat Assessment and Response Summary Sheet forms and other relevant documents regarding the threat shall be maintained in the cumulative file of the student's scholastic record. If the threat is determined to be transient and the forms were completed, they may be maintained in the student's scholastic record at the Threat Assessment Team's discretion.

Appendix

Threat Assessment Documentation and Threat Assessment and Response Summary Sheet (see Threat Assessment Policy forms attached).

PROMONTORY SCHOOL STUDENT THREAT ASSESSMENT MODEL POLICY 2

I. Purpose and Philosophy

Threat assessment's primary goals are to prevent violence and resolve conflicts or problems that influence threatening behavior. School threat assessment guidelines allow a multi-disciplinary team to distinguish non-serious threats (transient) from serious (substantive) and very serious (substantive) threats and to resolve threats appropriately. A multi-disciplinary team uses an evidence-based school threat assessment process consistent with Utah State Board of Education (USBE) Rules [R277-400](#) and [R277-736](#) to identify, assess, and manage threats and prevent behaviors or conflicts from escalating into violence.

II. Definitions

- A. The term "evidence-based" is defined in Utah Code Annotated [53G-18-211\(1\)](#).
- B. "Multi-disciplinary team" means a group of professionals from multiple disciplines who meet to pursue the common goal of evaluating and triaging the academic, social, emotional, physical, and/or behavioral needs of a student or group of students; creating individualized strategies and interventions to address the identified needs.
 - 1. Multi-disciplinary teams are sometimes referred to as CARE teams, Multi-tiered System of Supports (MTSS) teams, Positive Behavior Interventions and Supports (PBIS) teams, Threat Assessment teams, Student Assistance Teams (SATs), or Student Support teams (SSTs), etc. A school may have more than one multi-disciplinary team for different

purposes.

C. "Threat" means an expression of intent to harm someone that is direct, indirect, or implied and may be spoken, written, or expressed in some other way. 1. A threat may be expressed/communicated behaviorally, verbally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed or communicated directly to the target of the threat or observed by or communicated to a third party. D. "Student Threat Assessment" means a prevention strategy that involves: (a) identifying student threats including to commit a violent act, (b) determining the seriousness of the threat, and (c) developing intervention plans that protect potential victims and address the underlying problem or conflict that stimulated the threatening behavior.

III. Training

A. The multi-disciplinary team at XYZ School will receive training from a qualified professional (e.g., a Comprehensive School Threat Assessment Guidelines (CSTAG) trainer, or other professionals trained in school threat assessment approved by a local school board) regarding the threat assessment process.

This training will address:

1. the function of a multi-disciplinary team;
2. the violence prevention plan and strategies;
3. the evidence-based threat assessment processes;
4. the reporting process for threats;
5. the documentation and notification of threats;
6. the Family Educational Rights and Privacy Act, [20 USC. Sec. 1232g](#);
7. the steps to cultivate a safe school climate; and
8. student Privacy and Data Protection.

B. The multi-disciplinary team members will receive the training outlined above prior to beginning work with the team.

IV. Structure of the Multidisciplinary Team

The XYZ school multi-disciplinary team (who uses an evidence-based threat assessment model) may include:

- A. school administrative personnel;
- B. local law enforcement or a school resource officer;
- C. a mental health professional (i.e., school counselor, school psychologist, school social worker, or contracted mental health professional); and
- D. an instructional coach, general education, or special education teacher.

V. The Function of the Multidisciplinary Team Members

Multi-disciplinary team members shall work collaboratively with each other, the school staff, and community agencies (as appropriate) to support the team's purposes and maintain safety for all students and staff members. Please note, the Annual Privacy Notice must identify all

multi-disciplinary team members as school officials.

A. School administrative personnel role:

1. serves as the designated team leader;
2. supports and holds team members accountable for roles and responsibilities;
3. assists the team with required training and resources;
4. supports parents, teachers, and other staff members regarding threat assessment;
5. oversees the team's documentation of threat assessment(s); and
6. ensures documentation is consistent with Student Privacy and Data Protection and the Family Educational Rights and Privacy Act, [20 USC. Sec. 1232g](#).

B. Local law enforcement or School Resource Officer role:

1. determines if a threat constitutes a criminal offense;
2. addresses the threat(s) that require immediate notification to law enforcement; and
3. assists in monitoring and supervising the subject and determining the need, if any, for law enforcement action.

C. Mental health professional role:

1. conducts a mental health interview;
2. provides mental health supports as determined by the provider's credentials; and
3. links the team to community resources to support the parent(s) and student(s);

D. Instructional coach, general education teacher, and special education teacher role(s):

1. supports the team with understanding academic and social-emotional data and needs;
2. assists students' classroom teachers in understanding the academic needs of students; and
3. reviews disciplinary reports of involved students.

VI. Actions Required if Threats Are Reported

A. All stakeholders (including students, teachers, administrators, parents, support staff, and community members) will understand the importance of reporting threats and know the following:

1. individual roles and responsibilities to report concerns;
2. what critical information to report;
3. where and how to report it.

B. Each reported threat will include:

1. the name of the complainant;

2. the name of the alleged offender (if known);
 3. the date and location of the threat(s); and
 4. a statement describing the threat(s), including names of witnesses (if known).
- C. Each reported threat will be promptly investigated/triaged by a school administrator, and, in consultation with the multi-disciplinary team, the seriousness of the threat(s) will be determined.
- D. The multi-disciplinary team shall develop, implement, and monitor an individualized plan to intervene with, address, and mitigate the risk.
1. The team shall assist the individual(s) who reported the threat, and any impacted staff or students, in accessing appropriate school and community-based resources for support and/or further intervention.
- E. Verified threats shall result in interventions or consequences. Interventions or consequences include, but are not limited to:
1. implementation of best-practices that:
 - a. de-escalate, contain, control, and redirect the student away from plans and preparation for violence;
 - b. support the student with skills to engage with others, problem-solve, adapt, and improve coping skills and well-being;
 2. application of steps in a discipline plan consistent with USBE Rule [R277-609](#);
 3. implementation of restorative justice practices consistent with USBE Rule [R277-613](#);
 4. obtaining consent from the involved student(s) and their parent(s)/guardian(s) before including the victim(s) in the process;
 5. notification of the involved students' parent(s)/guardian(s) of restorative justice practices;
 6. support for involved students using trauma-informed practices;
 7. suspension or removal of a student from a school-sponsored team or activity; including school-sponsored transportation;
 8. suspension or expulsion of a student from school or lesser disciplinary action as outlined in school policy; and
 9. suspension or termination of an employee for cause or lesser disciplinary action consistent with Utah Code Annotated [53G-11-512](#).
- F. XYZ school will notify the student's parent(s)/guardian(s) if the student poses a threat of violence or physical harm to self or others or if the student is a potential victim.
1. XYZ school will produce and maintain a record that verifies the parent(s)/guardian(s) were notified of the threat.
 2. XYZ school will not disclose the record described in Subsection D.1. to

anyone unauthorized to receive it and will not use the record for purposes not allowed under the law.

- G. The multi-disciplinary team shall maintain thorough documentation, including information gathered during incident management and ongoing monitoring. 1. The documentation shall comply with the LEA's policies, federal and state laws. 2. The documentation shall demonstrate the team's reasonable faith efforts to identify, investigate, assess, and manage threatening situations.

VII. Additional Reporting Actions

Multi-disciplinary team members must also include the following in reporting, as appropriate:

- A. Procedures for the victim(s) and other involved individuals regarding: 1. protection from further concerning communication or behavior; and 2. supports for potential victims, and 3. assistance for the individual(s) who are being assessed.
- B. Law enforcement reports of any threats that may constitute a criminal offense; C. Procedures for a fair and timely opportunity for the accused to explain their actions; and
- D. Procedures for providing due process rights:
 - a. licensed staff and local employee discipline policies before employee discipline (Utah Code Annotated [53G-11-501](#));
 - b. local policies (students) before long term (more than 10 days) student discipline (Utah Code Annotated [53G-8-202](#)).



Fundraising

Employee Relationships and Disclosure Policy

A. PURPOSE

The purpose of this policy is to establish a Promontory School of Expeditionary Learning policy governing the initiation, authorization, and review of all fundraising activities of the school. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

Promontory School encourages community and business partnerships that enhance and supplement the public education system. The school also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to educational processes, threatening to the health and welfare of students, or lacking in educational merit.

Promontory School encourages school staff, board members, and parent volunteers to organize and execute efforts to enhance and supplement the public education system through fundraising efforts. The school also desires to protect students from fundraising efforts that burden the students with fundraising for public education. The school does not encourage or support fundraising events that rely on student solicitation to raise funds. However, the school does recognize the value of students raising funds when connected to expeditions, fieldwork, and/or intensives, and supports such fundraising activities as they comply with the outlined policy.

Promontory School believes in acting with humanity and contributing to the community. Fundraisers for charity may also be considered and will comply with the procedures of the outlined policy.

B. SCOPE

This policy applies to all school administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events.

It is expected that in all dealings, school employees will act ethically and consistent with the school's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

C. GENERAL POLICY STATEMENTS FOR SCHOOL-SPONSORED ACTIVITIES

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Promontory school or other public bodies (Utah Code 51-7-3[26]).
2. Fundraising is permitted within the school to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, events, or activities that are authorized by the school and support the school or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
 - a. Is managed or supervised by a school employee.
 - b. Uses the school's facilities, equipment, or other school resources.
 - c. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
 - d. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53G-7-704 through 708.
4. The school is committed to principles of gender equity and compliance with Title IX guidance. The school commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The school reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. All fees for school-sponsored activities must be properly noticed and approved by the director and board and are subject to fee waiver provisions in R277-407.
6. The director, consistent with school policy, has the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
7. Annually, the school will review all planned camps, clinics, activities, and fundraisers and determine those designated as school-sponsored.
8. All monies raised through fundraisers for school-sponsored activities are considered public funds. The school is ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school organized fundraising.
9. The collection of money associated with fundraisers for school-sponsored activities will comply with the school cash receipting policies.
10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with the school cash disbursement policies.

11. Properly approved school-sponsored activities may:
 - a. Use the school's name, facilities, and equipment.
 - b. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under the school's risk management policy (pending approval by the school risk manager) or general liability insurance policy.
 - d. Provide additional compensation or stipends for school employees with the approval of the director, or immediate supervisor, and under school payroll policies.

12. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules. Schools may be responsible for providing student transportation for these activities.

13. Authorization and supervision of fundraising for school-sponsored activities:
 - a. Fundraising shall be approved in writing, prior to the activity, by the director and board and supervised by school employee(s) designated by the director. The approvers shall ensure that the activity is appropriately classified as a school sponsored activity.
 - i. All revenue producing activities, including fundraising projects, must support the school vision and educational philosophy.
 - ii. Proposals for fundraising projects should answer the following questions:
 1. *For what purpose do we need additional funds?*
 2. *How much revenue do we intend to generate?*
 3. *How does this fundraiser align with Promontory School's mission statement, values, policies, philosophies and educational beliefs?*
 - b. Donations from individuals or organizations will follow the school's gift and donation policy.
 - c. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the director before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.
 - d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the director and the board. (See capital fundraising section below.)

D. GENERAL FUNDRAISING STANDARDS FOR SCHOOL SPONSORED ACTIVITIES

1. The school reserves the right to prohibit, restrict, or limit any fundraising activities.

2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from fundraisers.

3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements.

4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other school employee or volunteer.
5. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met. 6. Door-to-door sales are prohibited.
7. Approval may be denied for fundraising activities that would expose the school to risk of financial loss or liability if the activity is not successful.
8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the business manager to be included with the deposit detail.
10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

F. EMPLOYEE RELATIONSHIPS & DISCLOSURE

1. Participation in Private or Non-School-Sponsored Events
 - a. School employees:
 - i May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
 - ii Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
 - iii May not contact students in the school using education records or information obtained through public employment unless the records or information are available to the general public.
 - iv May not use school time to discuss, promote, or prepare for a private or non-school sponsored activity.
 - v May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
 - vi May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
 - vii May not require private or non-school-sponsored activities for credit or participation in school programs.
 - viii Must satisfy all requirements of Utah Code 53E-3-512, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.

2. School employees may purchase advertising space to promote private or non-school sponsored events in the same manner as the general public. The school employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
3. School employees may engage in outside employment with a private entity or another separate organization that does not interfere with school duties or job functions. Employees must complete the school disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.
4. Parental notification is required if school students are recruited to participate in these activities.
5. School employees may not set up bank accounts for activities or fundraisers associated with school responsibilities or job functions.
6. School employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. School employees may not direct operating expenditures to outside funding sources or groups to avoid school procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. School employees must comply with school procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

G. Capital Fundraising/Large Fundraising Projects

1. All fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the director and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business manager for evaluation and recommendation to the director and board:
 - a. Prospective construction, maintenance or renovation plans and estimated costs
 - b. Proposed naming opportunities
 - c. Proposed fundraising timeline
 - d. Loans or financing agreements
 - e. Maintenance or upkeep requirements and costs
 - f. Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities)
2. The director will make a recommendation to the board. The board reserves the right to tentatively approve plans, pending fundraising, donations, equity, or other conditions.

Health and Safety Policy

Promontory School is committed to providing and maintaining a safe and healthy environment for all staff, students, and visitors by following standard practices and providing appropriate resources.

In high-risk injury areas, such as playgrounds and gymnasiums, the instructor will have a current Red Cross basic first-aid certificate or equivalent. A first aid kit that is equivalent to the risks involved will be kept in a readily accessible place. Promontory athletic and adventure equipment shall be kept clean, safe, and in good repair. Playground equipment shall be installed and maintained in accordance with the Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission, Publication Number 325, April 2008 Revision.

Handrails on stairways, ramps, and outside steps shall be in compliance with the building code adopted by the Utah Legislature under Section 15A-2-103 and shall be properly maintained.

A master electric switch and shut-off valve to flammable gas shall be readily accessible for shutoff.

Hazardous and harmful materials shall be stored, handled, and disposed of properly. Directions for their proper use, storage, and disposal shall be included with these materials.

Class instructors shall train and direct students in the proper use of handling and using power equipment when deemed necessary for class projects. Students will be directed to not wear jewelry, loose clothing, ties, cuffs, or similar garments that can be entangled in equipment. Class instructors will train and direct students on the importance of restraining their hair to prevent entanglement in moving parts.

The administration and staff shall sufficiently control exposure to noise, toxic dusts, gases, mists, fumes, or vapors so that a health hazard does not occur.

Safety zones shall be outlined on the floor around areas of equipment where there is danger of possible injury to students.

Electrical wiring and components shall be maintained in good repair. Electrical panels must maintain a three-foot clearance free of obstructions.

Utah Administrative Code R392-200-9 will be followed for use and storage of any of the following:

- Corrosive, poisonous, infectious, or irritating materials.
- Poisonous, dangerous, or otherwise harmful plants or animals
- Oxygen, acetylene, and other high-pressure cylinders
- Flammable, explosive, toxic, or hazardous liquids, gasses, or chemicals

In the event of an emergency, Promontory school will follow the procedures and guidelines outlined in the school's Emergency Plan. Procedures include plans for the storage and clean-up of hazardous materials as well as the procedure and plan to shut off gas and other valves in case of an emergency. Copies of the emergency plan will be kept on the website and

throughout the school.

Promontory School will provide an emergency care room with a cot/bed that has a cleanable surface that will be sanitized after each use.

All prescription or over-the-counter medication must have a record signed by a doctor and/or parent/guardian for it to be administered at the school. It will be administered by the parent/guardian or school personnel and be stored, along with the required records, in a secure refrigerator or cabinet which is accessible only by those authorized to administer the medication.

At least two members of the staff on site will have a current Red Cross basic first aid and CPR certificate or equivalent training. Promontory school will offer basic first aid and CPR certification training or renewal every two years with a goal of one teacher in each community having a current first-aid/CPR certification. Certifications need to be renewed every two years. Visit the Red Cross website for Training and renewal information.

Promontory School does not have full-time medical support on-site. However, the school will maintain an agreement with a medical professional to be available when school is in session to provide medical assistance or advice as needed.

Promontory intends for this policy to be consistent with Utah Administrative Code R392-200-9.

2/12/2015

10/20/2022

10/17/2024

Integrated Pest Management Policy and Plan

Structural and landscape pests can pose significant problems in the urban environment. The pesticides used to remediate such pests can also pose health risks to people, non-target organisms, and the environment. Because the health and safety of students and staff are our first priorities and are prerequisites to learning, it is the policy of Promontory School to use Integrated Pest Management (IPM) procedures for the control of structural and landscape pests as outlined in Health Department Code R392-200-18. Through the use of IPM, this facility will minimize pesticide use and maximize pest control, thereby reducing the exposure to staff, students, and the community.

To accomplish this goal, the IPM Coordinator and staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls. The IPM coordinator, the director, and the facilities coordinator have the responsibility and authority to request changes in the school facilities and in staff behaviors to ensure that the IPM policy is followed.

Reduced-risk chemical controls will be used when necessary. Pests will be controlled to maintain the integrity of school buildings and grounds, to protect the health and safety of children and staff, and to maintain a productive learning environment. Pesticides will not be used to control pests for aesthetic reasons alone. Contractors working in the building and grounds are required to adhere to all provisions of the school's IPM policy.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the facility by students and staff. Strategies for managing pest populations will be influenced by the pest species and by whether that species poses a threat to people, property, or the environment.

IPM Coordinator

The school director shall appoint an IPM coordinator who shall have primary responsibility for ensuring that the IPM policy is implemented. The IPM coordinator will work with the director, as well as custodial, building, grounds, and maintenance staff to ensure implementation of pest prevention measures. The IPM Coordinator will:

IPM Policy 2/12/15

- *manage pest control contractors and staff engaged in monitoring and controlling pest problems*
- *coordinate with the school's director to carry out posting and notification*
- *provide record keeping and education as outlined in this policy*
- *provide IPM information to the school community (including parents) and answer questions on IPM topics*
- *present an annual report to the school director evaluating the progress of the IPM program.*

Education

Staff, students, administrative personnel, custodial staff, pest managers, and parents will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Staff will receive information and/or training on their role in pest management. Specifically, teachers and students will be educated about appropriate storage and disposal of food and other waste. Proper storage and disposal techniques will significantly reduce pest problems in lockers, classrooms, the teachers' lounge, the lunchroom, and outside areas.

Record Keeping

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Monitoring of pests must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and school board, and records will also document any non-toxic treatment methods being used. The school will also keep a list of pesticides used, pesticide Material Safety Data Sheets (MSDSs), and pesticide product labels. The objective is to create records from which programs and practices can be evaluated in order to improve the system and to eliminate ineffective and unnecessary treatments.

Notification

The IPM coordinator takes the responsibility to notify students' parents or guardians and school staff of upcoming pesticide treatments. Notices will be posted in designated areas at school, and emails will be sent to students' homes. Antimicrobial agents, such as sanitizers and insecticides, and rodenticide baits, are exempt from notification requirements. Exemptions from prior notification shall also include emergency situations and applications of bait pesticides and/or container-delivery systems.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year by the school director and the IPM coordinator. Pesticides will be stored and

disposed of in accordance with the EPA-registered label directions and state



IPM Policy 2/12/15

regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel. A cabinet in a non-student area with a locked and labeled door is advised. The door label should include skull and crossbones, Mr. Ugh, or other visual signals for non-English reading adults or children.

Pesticide Applicators

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by Promontory School of Expeditionary Learning. Applicators must follow regulations and label precautions and should be certified and comply with the school's IPM policy. Applications shall not be made while school or school activities are in progress.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage with the least possible hazard to people, property, and the environment.

When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations, Utah code 4-14-101

1. Integrated Pest Management programs are designed to prevent pest problems whenever possible. This is done through monitoring, regular inspections, high standards of sanitation and pest-proofing measures, or modification of environmental conditions leading to pest problems.
2. The IPM coordinator will establish pest tolerance thresholds for common pests. These thresholds will serve as an indicator for pest population levels and the point at which control measures will be undertaken. Control measures will not be undertaken if pest damage or populations are below threshold levels. In such cases, managers will use preventive measures such as improved sanitation, clutter reduction, and exclusion of pests. When determining threshold values, keep in mind that they will vary for each organism (e.g., the threshold may be higher for crickets than for venomous insects). Thresholds will not be set based on aesthetic criteria alone.
- 3.

IPM Policy 2/12/15

4. When pests do exceed tolerance thresholds, non-chemical pest control measures (e.g., sanitation, screening, physical barriers, vacuuming, mulching, irrigation, fertilization, manual weeding, insect nest removal, and pest-resistant plant selection) will be practiced.
5. Pesticides will be used when appropriate, along with other management practices or when other pest prevention and non-chemical control measures have failed to reduce pests below tolerance thresholds. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents. When a pesticide must be used, the smallest amount of the reduced-risk product that will meet pest management goals will be used.
6. No routinely scheduled (e.g., seasonal, monthly or weekly) pesticide applications will be made. Insecticides will be used only in containerized baits, or for spot treatments targeted to insect infestations or problem areas where a minimal amount of material is used. Rodent baits shall not be used unless in childproof bait boxes. Bait boxes shall be inaccessible to children and tethered when appropriate.
7. Pesticide Use and Selection. To ensure the safety of students and staff, the management will use the following criteria to ensure that the least hazardous pesticide and/or the least hazardous method of control be utilized:
 - a. No use of any pesticide classified as highly acutely toxic by the U.S. EPA. This includes Hazard Category I and II products and/or products with the signal words DANGER and/or WARNING.
 - b. The school shall not use any pesticide unless all ingredients in the product have been evaluated by the U.S. EPA and found to include no possible, probable, known, or likely human carcinogens; no reproductive toxicants; no known, probable or suspected endocrine disruptors; and no nervous system toxicants (either cholinesterase inhibitors or listed as neurotoxins by the Toxics Release Inventory.) A pesticide will not be used if the facility does not have information on its ingredients, including inert ingredients.
 - c. All ingredients in pesticides used by the facility shall have a soil half-life of 30 days or less.
 - d. Properly applied gel bait or tamper-resistant containerized bait can be exempted from 6a, 6b, and 6c if it represents the least hazardous treatment option.
 - e.

IPM Policy 2/12/15

8. *The IPM coordinator must approve pesticide applications, antimicrobial agents, and insecticide and rodenticide baits in advance. Pesticides will be applied by*

certified pesticide applicators only when no one is present in the building or the grounds of the school to be treated. The application of such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), US EPA regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Internet Safety Policy

Computers, and internet access while in the school building, will be available to qualifying students at Promontory School. Promontory's goal is to provide these services to students in order to promote "Great Thinkers" by facilitating resource sharing, innovation, and communication.

It is the policy of Promontory School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(1)(B)].

Technology Protection Measures

Student use of computers must be in support of education and research and must be consistent with educational objectives of Promontory School. Accordingly, internet access at Promontory is filtered and monitored on an ongoing basis. This is to protect against access by adults and minors to visual depictions that are obscene, pornographic, or harmful to minors. Filtering may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes upon receiving special permission from the Director. Additionally, Promontory devices that may be assigned or checked out to students for home use will also be filtered and monitored on an ongoing basis to protect students as outlined above.

To the extent practical, steps shall be taken to promote the safety and security of users of the Promontory School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Documentation of technology protection measures will be retained for at least five years after the last day of the funding year in which the measures were relied upon to obtain E-Rate funding.

Internet Safety Policy

Students will be educated in appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking websites and in chat rooms. The safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications is a priority at Promontory; As such:

1. Students will sign computer use and safety agreements annually.
2. Students are strictly prohibited from:
 - accessing or creating files or materials without authorization.
 - attempting to hack into any school systems.
 - accessing or creating offensive, profane, or pornographic files.
 - plagiarizing works or violating copyrights or trademarks.
 - attempting to bypass computer security.
 - Having food or drinks near computers.
3. There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
4. All documents, files, and folders created with school hardware/software remain the intellectual property of Promontory School.
5. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to,; abusive overloading of data on the server, creating or uploading/downloading computer viruses, or any malicious attempt to harm or destroy the property.
6. Security is a high priority. Students must use their own login credentials and are prohibited from using another individual's account or login information at any time. Any security concerns must be reported to the teacher/supervisor, director, or system administrator.
7. Personal information is restricted, password protected, and stored only on the school servers. Only authorized personnel have access to student information. Teachers will sign disclosures regarding the use and dissemination of personal student information. Promontory staff may use only software programs approved by the Promontory technology team to supplement student learning. Promontory shall follow current federal and state law in the sharing of student information with such software vendors.
8. The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action, including the possibility of suspension or expulsion and/or referral to legal authorities. The teacher/supervisor, director, or systems administrator may limit, suspend, or revoke access to electronic resources at any time.
9. Users are liable for any misuse of the systems.

10. Parents may opt out of the publication of student work and photos.

Grievance Policy

Purpose

Promontory School aims to provide a fair, nondiscriminatory and productive environment for all employees, volunteers, parents and students. This policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving grievances.

Negotiated solutions will aim to address the key issues and be acceptable to all individuals or parties involved without ascribing blame, victimization or discrimination. Complainants will not suffer any disadvantage, victimization or discrimination as a result of raising a grievance, with minimum stress and maximum protection for all concerned.

Every Promontory School Staff Member, Administrator, and Governing Board Member has a responsibility to comply with this policy and to treat everyone who is at Promontory School with dignity and respect. Seeking redress of a trivial or frivolous issue through a grievance procedure will not be tolerated and may result in disciplinary action.

Definitions

Complainant: The individual who has experienced the incident or issue resulting in dissatisfaction and has chosen to file a grievance.

Executive Committee: The Executive Committee is a sub-committee of the Board of Directors made up of the Board Chair, Vice Chair, and any other board member as appointed by the Board Chair.

Grievance: An official reporting of a wrong or hardship suffered (real or perceived), which is the grounds of a complaint which has been filed according to the procedure outlined in this policy.

Victimize: To act or omit to act towards a person in a way which is intended to cause disadvantage to that person because they have made a complaint, or may make a complaint, or may be or are the subject of a complaint.

Procedure for filing a formal grievance:

- 1) All grievances should be submitted to the appropriate person as dictated by

school administration.

2) All grievances involving the School Director or a Board Member must be sent to all members of the Executive Committee of the Board.

3) All grievances must be submitted in writing, either by formal letter or email, and include the following information:

- a) Document/report must specify that the complainant is filing an official grievance
- b) Dates, times, and duration of incident or issues pertaining to grievance
- c) Names of individuals involved
- d) Specific details of incident or issues relating to grievance
- e) Promontory School policies pertaining to grievance
- f) Must be submitted by the complainant or their legal guardian on their behalf
- g) Anonymous submissions cannot be fully investigated and will therefore not be accepted as a grievance under this policy.

Failure to follow the procedures outlined may result in the dismissal of the grievance.

Response to formal grievance:

- 1) School administration and Executive Committee will respond to formal grievances with procedures that adhere to the following
 - a) All parties are treated with respect and impartiality and provided with support throughout the process
 - b) The person who is the subject of the grievance must be informed of all the allegations in relation to his/her behavior
 - c) The person who is the subject of the grievance must have a full opportunity to put forward their case
 - d) All parties to the grievance must have the right to be heard
 - e) All relevant submissions and evidence must be considered
 - f) Irrelevant matters must not be taken into account
 - g) The decision-maker(s) must be impartial, fair, and just
 - h) No undue delay in investigations and proceedings
- 2) All communication pertaining to the filing of a grievance made to the Executive Committee, including the receipt of the grievance, investigation procedure, etc. will be approved by the Executive Committee in its entirety and issued in writing.
- 3) The recipient of the grievance, as indicated by school procedure, or the Executive Committee will acknowledge the submission of the grievance and advise the complainant of any additional proceedings, requests for information, and investigative proceedings within one week of submission.

4) Any Board Member subject to a grievance will recuse themselves from participation on the Executive Committee, from discussions regarding the grievance, and any role as a recommender.

5) The School Director will establish a procedure for addressing grievances that is made readily available to employees, volunteers, parents and students.

6) The Executive Committee will decide on the appropriate procedure for resolving a grievance made toward the School Director.

7) Upon resolution of a grievance the Executive Committee will approve an official recommendation that will be issued in writing.

8) The Executive Committee may confer with legal counsel if necessary.

Promontory School is dedicated to creating and maintaining a positive and dynamic environment and culture. Gossip, rumors, negative discussions, and speculation about employees, volunteers, parents, or students will not be tolerated.

It is the responsibility of all parties involved in a grievance to participate fully in the resolution process in good faith. Confidentiality must be respected and maintained between all parties at all times within the constraints of the need to fully investigate the matter, subject to any legal requirements for disclosure and consistent with the principles of natural justice.



PROMONTORY

school of expeditionary learning

September 19, 2024

7:00PM

1051 W 2700 S

Perry, UT 84302

Trustees:

Michelle Flynn
Dorothy Dobson
Becca Ashby
Emily Morgan
Stephanie Quintero

Officers:

Amber Jenks
Kandice Scothern
Hilary Gerhardt
Michelle Wison

Absent:

Jessica Flinn
Rile Riser

Director:

Amber Edelman

Visitors:

Tammy Stutznegger
Brian Cates—Zoom
Stacy Butts—Zoom
Megan Lawson--Zoom
Kurtis Edelman
Amanda Lucherini
Glenna Petersen--Zoom
Keely Homer--Zoom

7:00 PM – **CALL TO ORDER:** Michelle Flynn

- Welcome/Mission Statement and Pledge: Hilary Gerhardt

7:21PM – **PUBLIC COMMENT–No public comment**

7:22PM—**POP Update**– New road signs delivered today to help with traffic and parking. Working on the carpool video. Safety crew is always looking for volunteers. Tuesday is the general POP meeting for everyone. Open house style 6:30-7:30 kids are welcome. There will be snacks. Also going to work on updated the school website. Cheat sheet for frequently asked questions, etc. Had almost 85 families show up and help with the parade. October they are working on something for staff as well as the Veterans.

7:27 PM –**Finance Training:** Brian Cates–Funding: Primarily comes from state sources. About 70 funding sources. About 6% comes from local revenue/funding–parents, fundraising, interest/investments, money the school raises. 6% federal–lunch program, title funds, covid (ESSR) funds. Funding per student: about half comes from WPU, 30% comes from LRP, remaining comes from restricted funds (school land trust, SPED, etc.) ADM is average daily membership (k-

12). Additional funding received for full time kindergarten students. WPU applies about half of state funding. Rest comes from our Oct 1 count and staffing numbers. Enrollment matters--based on Oct 1 enrollment. ADM + Growth--Absences and tardies do not affect ADM. ADM is how many students are enrolled in our school. School will be funded on prior year ADM. Chart of accounts 100-200: salaries/employee benefits. 300: 400: property, snow removal, repair and maintenance, 500: other purchases. 600: supplies and material. 700: Property. Enhancements to the land. 800: Debt services and Misc. Budget Report: Financial Ratios: financial health and sustainability of organization. Operating margin (net income divided by total revenue)--measure of profitability. Debt service coverage--bond payment. Days cash on hand--total available cash. Measure of financial security. Building payment--facility payment divided by total expenses. Board Responsibilities: Receive annual budget. Amend budget. Finance committee meets regularly. Safe guarding public funds. Strategic plans 3-5 years.

7:45 PM – **FINANCE REPORT**

- Budget Review – Brian Cates. PTIF--still doing well. Same as last month. Keeping forecast the same. Staying conservative. Budget Summary--Revenues and expenses. Local, state and federal revenue. Total budget, total forecast. Do our best to estimate the budget at that time. End of August we are 17% through fiscal year. A lot of purchases are bought at the first of the year. Financial metrics--covenant is according to our bond. Target is 1.3--forecasting is 1.4. Days cash on hands is 40--we are at 142. Cash balance and cash distribution. Basic trend of receiving reimbursement request. 439 enrollment at end of August.

Amber: Grant for \$350,000 that we received in the spring--need to be a title 1 school. We are a Title 1 school, but was told that we didn't qualify for it. Concerned about having a \$90,000 short fall because we had budgeted for the \$350,000 for three years. Finance committee has looked over grants and numbers are looking ok. Still hoping for more funding.

7:57 PM – **MINUTES**

- 8-15-2024 Board Meeting Minutes--Stephanie motions to approve. Becca seconds. Motion is passed.

7:58 PM – **BUSINESS ITEMS**

- Grievance Policy--(Executive Committee)
- Internet Safety Policy-- (Great thinkers committee)--include AI. Shawna Andreasen has shown interest in being a part of committee.
- Integrated Pest Management (IPM) Policy-- (Policy Committee)
- Health and Safety Policy--(Wellness Committee)

8:05 PM --**ACTION ITEMS**

- **Library Materials Policy**--Sensitive material flow chart from the Utah State Charter. Have a parent interested in being on the committee. Do we still want 2 more parents per employee ratio? Maybe treat it like our yearly sex-ed policy and send out a message to parents to see what interest we have from them. Do they need to be removed from our online source as well (SORA)? Clarify in the policy--yes they would need to be removed from the online library as well. How do we dispose of them? Just a procedure--doesn't need to be written in the policy. Michelle updated policy as discussion was done.

8:17PM Stephanie motions to approve. Emily seconds. Motion is passed.

- **Open Board Positions**--Add a couple more (2-3) trustees and a couple more officers (2). Open for a couple of months.

8:19PM Dorothy motions to approve. Stephanie seconds. Motion is carried.

- **Mega Celebration Carnival**–Hailey Hemphill proposed that we do the carnival separate from the Mega celebration. Split the two up–it was a really big burden to have them together. Maybe a carnival in Feb when nothing else is going on. Maybe it will help pull more volunteer involvement. Last year the carnival made about \$1786. Hoping for more revenue this year with less expenses. Purpose for funds–maybe split the funds instead of it all going to one thing. Possibly using some for the POP funds–employee appreciation. Asking for possible needs of what areas might could use money from the fundraiser. Amber has a leadership crew that meets monthly and will ask for some ideas. Silent auction combined with the carnival only brought in \$5,000 where the silent auction in the past has almost brought in just as much. Feb 21st or 28th for the carnival. Mega celebration is May 16th.

8:30PM Stephanie motions to approve. Becca seconds. Motion is carried.

8:40 PM DIRECTOR'S REPORT

- **Staffing Update:** We hired an aide for a 5/6 classroom aide and 2 SPED aides. We are currently full. Still hiring two math paras through AmeriCorp.
- **Enrollment/Lottery:** Enrollment will be at 444 once all of the offers are accepted. Budget is for 445.
- **Student Achievement:** Lots of wonderful fieldwork this past 2 weeks. City of Rocks, U of U Natural History Museum, Smith Family Park, Curlew Campground, and Green River State Park, Stem Fest. Beginning of the year benchmark testing is finished! Crew relationship building and unity during hard times. Clubs and student council. Discussed testing results.
- **Professional Development:** Patty gave aide training last week on interventions that can be used in the classroom. We are having bimonthly faculty and PD meetings. Vertical planning meetings this year for fieldwork. K-4 are going to a dyslexia conference in October. Weekly Community meetings. Math team went to ULEAD Conference. Donovan went to the Adobe Conference.
- **Public Relations:** Peach days parade! Thank you to all our volunteers for getting the float together and walking. This year we had over 200 people walking with us in the parade. Charterology, a national magazine, has contacted us and is running an article about our Back to School Night. Veterans Visit in the process of getting this planned. Fall Festival scheduled for Halloween again this year

8:50 PM CLOSED MEETING–No closed meeting

9:10PM – ADJOURN–Dorothy motions to adjourn. Stephanie seconds. Motion is carried.

*Next scheduled Board Meeting Thursday, October 17, 2024

Library & Computer Use Procedures

At Promontory School, it is our desire for all of our students to have a passion for reading. Being a "Great Thinker" student at Promontory comes with "Great Responsibility" regarding our library and computer use. Please read through our policy, sign and date the back, and return to the school office. Thank you for your cooperation.

Library Use

1. All students have the opportunity to visit the library once a week and participate in a prepared, grade-specific program with their crew, including but not limited to: fiction and/or nonfiction read-alouds, library skills lessons, author studies, novel studies, and general informational discussions.
2. In addition to this weekly time, the library is open and available to all students during lunch periods and for 15 minutes after school ends. Students visiting the library after school should do so only if they have parental permission and are not causing a delay in carpools.
3. Each student is responsible for all material he/she checks out of the library. Books may not leave the library without being properly checked out through the library computer system by a member of the library staff.
4. Books are checked out for two-week periods, and late notices are emailed to parents every week. Books may be renewed up to three times, so long as another student has not placed a reservation on the book. To avoid late notices, students are encouraged to renew their books. Students do not need to have the book with them in order to renew it.
5. Students may NOT check out books under another student's name. Students may only check out books under a teacher's name if the teacher has provided written consent.
6. If a book is returned damaged and unrepairable, a replacement fee will be assessed to the student. Damage to books includes, but is not limited to: water damage; crayon, pen, or marker damage; broken binding or cover; and ripped pages.
7. If a book is lost, a replacement fee will be assessed to the student. This fee will be refunded to the student if the book is later found and returned to the library.
8. Students also have the option of purchasing a (new) replacement copy of a lost or damaged book and donating it to the library in lieu of fee payment.
9. If a book is overdue for 1 month, a replacement fee will be assessed AND the student's library privileges will be restricted until the fee is paid or the book is returned/replaced.
10. Library check-out privileges are as follows:
 - a. Kindergarten students may check out one book at a time.
 - b. First, second, third, and fourth grade students may check out two books at a time.
 - c. Fifth, sixth, seventh, and eighth grade students may check out three books at a time.
 - d. Teachers may check out as many books as needed.
11. If the school year ends and a book has not been returned, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming school year until the book is returned/replaced or the fee paid.



Computer Use

Computers will be available to students at Promontory. Computer use also includes access to the internet. Our goal is to provide these services to students to promote "Great Thinkers" by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

- 1) Student use of the computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
- 2) Personal contact information may not be shared on internet sites open to public access. This includes student's addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.
- 3) Students may use school internet access only for teacher-directed educational activities and only when authorized and supervised.
- 4) Students who publish school related information on the internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.
- 5) Students are strictly prohibited to:
 - Access or create files or materials without authorization
 - Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
 - Modify, change or reconnect computers, network devices, laptops or other Information technology related equipment
 - Access or create offensive, profane, or pornographic files
 - Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Instant Messaging, Web Mail, or web chats
 - Plagiarize works or violate copyrights or trademarks
 - Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
 - Have food or drinks near computers
- 6) There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
- 7) Security is a high priority because of multiple users. Students are prohibited to use account or login information other than his/her own at any time. Each student is provided their own unique username and password for the computer systems. Any security concerns must be reported to the principal, teacher/supervisor or system administrator. 8) Vandalism

will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property. 9) The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and**

Page 2 of 4

Library & Computer Use



Procedures
2/28/17

parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.



Library & Computer Use Agreement

I understand the rules of conduct as described in the **Library and Computer Use Procedures** (see page 19-20 of the New Student Registration Packet) for Promontory and that the rules of conduct apply anytime the library and computers are in use. I understand that violations of the above provisions will result in the loss of my library and computer privileges and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities.

I understand that if books have not been returned at the end of the year, the book will be considered lost and a replacement fee will be assessed to the student. The student's library privileges will be restricted in the coming year until the book is returned/ replaced or the fee paid.

I understand that any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands. Any computer down time and/or damage caused by me to computer equipment shall be my responsibility and I agree to pay the costs of associated repairs including labor and parts.

Misuse of the computers comes in many forms, but can be viewed as any messages, information or graphics sent or received that include or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the computers to my teacher or other school administrator.

Also, should I choose to "publish" on the Internet, I will work under the guidance of a supervising teacher.

I have read the **Library and Computer Use Procedures** and understand the terms and conditions. I hereby agree and comply with the above described conditions of acceptable use.

Student Signature Parent Signature Date

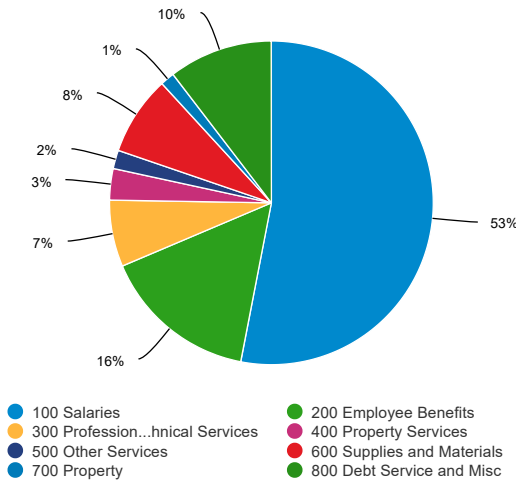
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$50,403	\$150,000	\$175,639	13.5%	28.7%
3000 State Revenue	\$1,318,711	\$5,181,971	\$5,189,854	25.5%	25.4%
4000 Federal Revenue	\$4,670	\$343,797	\$343,797	0.0%	1.4%
TOT	\$1,373,784	\$5,675,768	\$5,709,290		
Expense (8 School Category records)					
100 Salaries	-\$661,747	-\$2,899,750	-\$2,889,750	22.7%	22.9%
200 Employee Benefits	-\$210,729	-\$848,300	-\$848,300	24.6%	24.8%
300 Professional and Technical Services	-\$79,800	-\$362,648	-\$362,648	5.5%	22.0%
400 Property Services	-\$24,656	-\$170,500	-\$170,500	7.6%	14.5%
500 Other Services	-\$8,510	-\$104,000	-\$101,000	-0.0%	8.4%
600 Supplies and Materials	-\$216,647	-\$416,754	-\$431,754	-0.0%	50.2%
700 Property	-\$57,372	-\$75,000	-\$76,973	-0.0%	74.5%
800 Debt Service and Misc	-\$113,355	-\$566,339	-\$566,254	24.5%	20.0%
TOT	-\$1,372,817	-\$5,443,291	-\$5,447,179		
TOT	\$967	\$232,477	\$262,111		

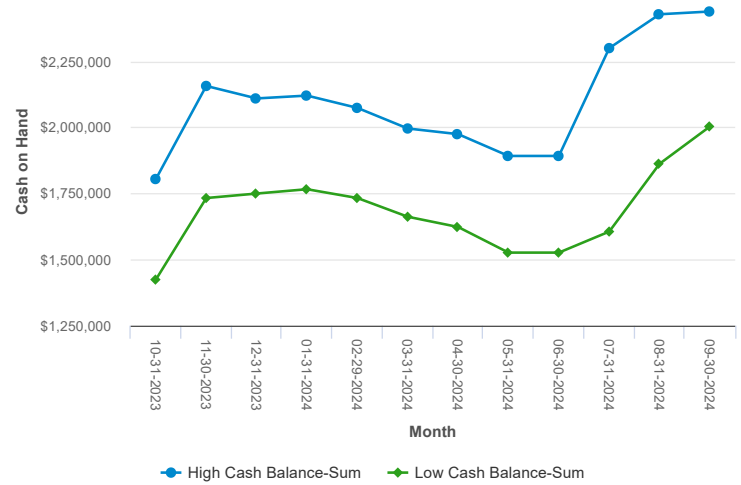
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	4.59
Debt Service Ratio	1.15	1.30	1.47
% Building Unrestricted Days Cash	40	<16	9.7
		100	145

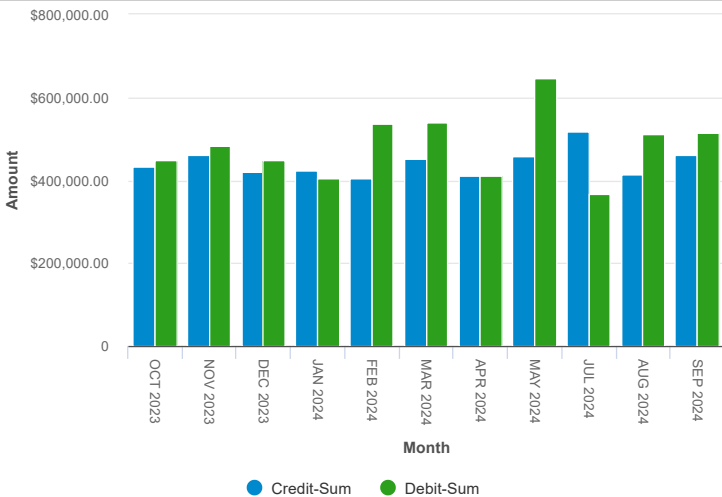
Expense Distribution



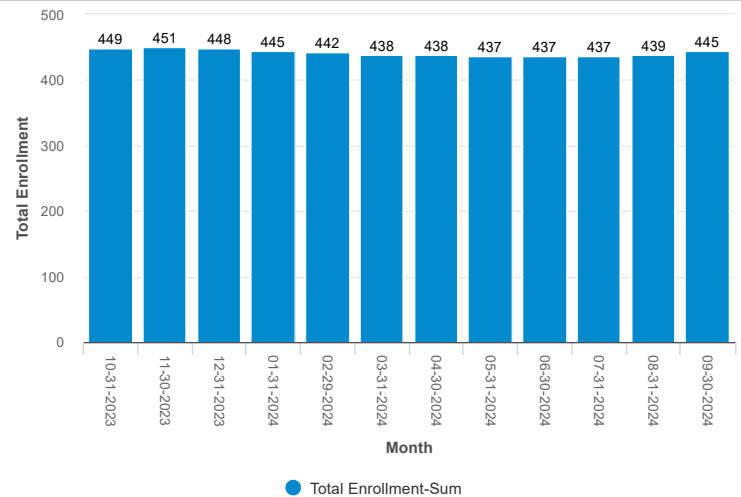
Cash Balance



Revenue vs Expenses



Enrollment Trend



Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 28.7% (11 School Budget records)							
1510 Interest on Investments	\$184,332	\$34,043	\$70,000	\$25,000	\$95,000	25.0%	35.8%
1610 Lunch Program	\$58,534	\$8,473	\$60,000	\$0	\$60,000		14.1%
1720 Yearbook Income	\$3,317	\$49	\$0	\$0	\$0		
1720 Bookfair Income	\$1,246		\$0	\$0	\$0		
1720 Uniforms	\$403	\$291	\$0	\$291	\$291		99.8%
1741 Middle School Fees	\$6,525	\$3,201	\$7,000	\$0	\$7,000		45.7%
1920 Fieldwork/Expedition Donations	\$7,180		\$6,000	\$0	\$6,000		
1920 Community Donations	\$11,670	\$1,097	\$1,000	\$97	\$1,097		100.0%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1990 Miscellaneous/Background Checks/Fines	\$41,434	\$3,251	\$3,000	\$251	\$3,251		100.0%
TOT	\$314,642	\$50,403	\$150,000	\$25,639	\$175,639		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 25.4% (35 School Budget records)							
3010 Regular School Prgm K-12	\$1,697,638	\$446,750	\$1,782,591	\$0	\$1,782,591	25.0%	25.1%
3020 Professional Staff	\$92,293	\$24,227	\$96,907	\$0	\$96,907	25.0%	25.0%
3105 Special Education -- Add-On	\$386,286	\$123,875	\$495,499	\$0	\$495,499	25.0%	25.0%
3110 Special Education -- Self-Contained		\$2,971	\$11,884	\$0	\$11,884	25.0%	25.0%
3120 Special Education -- Extended Year	\$3,759	\$994	\$3,974	\$0	\$3,974	25.0%	25.0%
3125 Special Education -- State Programs	\$7,519	\$2,150	\$8,599	\$0	\$8,599	25.0%	25.0%
3128 Special Education -- Stipends for ESY	\$3,910		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$83,974	\$26,099	\$104,396	\$0	\$104,396	25.0%	25.0%
3211 Gifted and Talented	\$4,660		\$4,660	\$0	\$4,660		
3230 Class Size Reduction - K-8	\$176,933	\$46,782	\$187,129	\$0	\$187,129	25.0%	25.0%
3400 Teacher Salary Supplement			\$0	\$0	\$0		
3410 Flexible Allocation	\$1,077	\$280	\$1,122	\$0	\$1,122	25.0%	25.0%
3520 School Land Trust	\$64,964	\$67,210	\$67,210	\$0	\$67,210	100.0%	100.0%
3566 Professional Learning	\$3,596	\$968	\$0	\$0	\$0		
3579 Mental Health Grant	\$2,293		\$38,577	\$0	\$38,577		
3582 Beverly T. Sorenson Elem Arts	\$20,000		\$36,000	\$0	\$36,000		
3596 School Safety Grant	\$3,000		\$3,000	\$0	\$3,000		
3655 Digital Teaching & Learning	\$26,319		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$1,412,098	\$360,724	\$1,476,065	\$0	\$1,476,065	25.0%	24.4%
3725 Charter School Admin Costs	\$51,980	\$21,048	\$84,192	\$0	\$84,192	25.0%	25.0%
3770 School Lunch (Liquor Tax)	\$45,395	\$1,094	\$45,000	\$0	\$45,000		2.4%
3800 TSSA Program	\$110,236		\$120,128	\$0	\$120,128		
3800 Suicide Prevention	\$1,000		\$1,000	\$0	\$1,000		
3800 Educator Professional Time	\$49,252	\$45,554	\$56,943	\$0	\$56,943	80.0%	80.0%
3800 Public Ed Capital & Tech Fund			\$0	\$0	\$0		
3800 Early Interactive Software Program			\$12,580	\$0	\$12,580		
3800 Elevate Grant			\$90,000	-\$90,000	\$0		
3814 Master Pilot Grant			\$0	\$40,235	\$40,235		
3846 Innovation Grant		\$50,000	\$0	\$50,000	\$50,000	100.0%	100.0%
3868 Teacher Materials and Supplies	\$4,395	\$7,578	\$9,472	\$0	\$9,472	80.0%	80.0%
3870 PCBL Competency Based Learning			\$100,000	\$0	\$100,000		
3872 Substance Prevention	\$4,000	\$4,000	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$297,386	\$78,761	\$315,043	\$0	\$315,043	25.0%	25.0%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm		\$7,648	\$0	\$7,648	\$7,648	100.0%	100.0%
TOT	\$4,553,963	\$1,318,711	\$5,181,971	\$7,883	\$5,189,854		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 1.4% (12 School Budget records)							
4079 Foods for Local Schools Co-op	\$5,905		\$0	\$0	\$0		
4500 SRSA (REAP) Grant	\$50,583		\$50,583	\$0	\$50,583		
4522 IDEA Preschool			\$1,950	\$0	\$1,950		
4524 IDEA Part-B			\$82,879	\$0	\$82,879		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4571 National School Lunch Prgm	\$17,593	\$744	\$17,000	\$0	\$17,000		4.4%
4572 Free & Reduced Reimbursement	\$59,220	\$3,069	\$55,000	\$0	\$55,000		5.6%
4573 National School Breakfast	\$18,417	\$857	\$17,000	\$0	\$17,000		5.0%
4575 Supply Chain Assistance	\$13,076		\$0	\$0	\$0		
4801 Title IA			\$51,501	\$0	\$51,501		
4860 Title IIA			\$7,884	\$0	\$7,884		
4890 Title IVA	\$10,000		\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant			\$50,000	\$0	\$50,000		
TOT	\$174,794	\$4,670	\$343,797	\$0	\$343,797		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 22.9% (15 School Budget records)							
121.24 Administration	-\$196,028	-\$49,939	-\$200,000	\$0	-\$200,000	25.0%	25.0%
131.1 Teachers	-\$1,271,948	-\$327,137	-\$1,335,000	\$0	-\$1,335,000	25.0%	24.5%
131.1 Merit Pay/Winter Bonus	-\$50,090		-\$30,000	\$0	-\$30,000		
131.1 Special Education Teachers	-\$154,649	-\$50,346	-\$240,000	\$0	-\$240,000	25.0%	21.0%
131.1 Stipends	-\$121,182	-\$30,746	-\$150,000	\$10,000	-\$140,000		22.0%
132.1 Substitute Teachers	-\$60,377	-\$5,100	-\$40,000	\$0	-\$40,000		12.8%
132.1 PTO Cash Out	-\$10,550	-\$10,000	-\$10,550	\$0	-\$10,550		94.8%
142.21 Counselor	-\$49,562	-\$14,389	-\$64,000	\$0	-\$64,000	25.0%	22.5%
152.24 Office Salaries	-\$109,237	-\$33,203	-\$155,000	\$0	-\$155,000	25.0%	21.4%
161.1 Community Aides/ Literacy Aides	-\$327,791	-\$39,691	-\$286,100	\$0	-\$286,100	25.0%	13.9%
161.1 Special Education Aides	-\$182,008	-\$22,637	-\$79,600	\$0	-\$79,600	25.0%	28.4%
161.1 RTI / Title I	-\$35,979	-\$4,736	-\$44,600	\$0	-\$44,600		10.6%
162.22 Library Aide	-\$38,555	-\$6,528	-\$32,300	\$0	-\$32,300	25.0%	20.2%
182.26 Custodial/Maintenance Salaries	-\$119,763	-\$48,164	-\$116,600	\$0	-\$116,600	25.0%	41.3%
191.31 Kitchen Salaries	-\$113,324	-\$19,131	-\$116,000	\$0	-\$116,000	25.0%	16.5%
TOT	-\$2,841,044	-\$661,747	-\$2,899,750	\$10,000	-\$2,889,750		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 24.8% (8 School Budget records)							
220 FICA	-\$211,916	-\$49,367	-\$223,000	\$0	-\$223,000	25.0%	22.1%
230 Retirement	-\$115,108	-\$30,864	-\$116,000	\$0	-\$116,000	25.0%	26.6%
241 Health Insurance	-\$399,482	-\$115,102	-\$450,000	\$0	-\$450,000	25.0%	25.6%
242 Life and Disability Insurance	-\$5,298	-\$1,694	-\$5,300	\$0	-\$5,300	25.0%	32.0%
243 HRA/Flex Spending	-\$13,615	-\$6,054	-\$17,000	\$0	-\$17,000	25.0%	35.6%
244 Dental Insurance	-\$22,510	-\$1,264	-\$23,000	\$0	-\$23,000	25.0%	5.5%
270 Worker's Compensation Fund	-\$8,181	-\$6,384	-\$9,000	\$0	-\$9,000		70.9%
280 Unemployment Insurance	-\$7,453		-\$5,000	\$0	-\$5,000		
TOT	-\$783,564	-\$210,729	-\$848,300	\$0	-\$848,300		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 22.0% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$112,145	-\$16,404	-\$98,000	\$0	-\$98,000		16.7%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$22,485	-\$1,875	-\$17,000	\$0	-\$17,000		11.0%
345.23 Audit Services	-\$16,540	-\$9,975	-\$17,000	\$0	-\$17,000		58.7%
345.25 Business Services	-\$77,328	-\$19,911	-\$79,648	\$0	-\$79,648	25.0%	25.0%
345.25 Professional Services	-\$15,128	-\$25	-\$3,000	\$0	-\$3,000		0.8%
347.21 Speech Therapy Services	-\$79,473	-\$18,571	-\$80,000	\$0	-\$80,000		23.2%
349.23 Legal Services		-\$1,925	-\$10,000	\$0	-\$10,000		19.3%
350.25 Technical Services (IT)	-\$58,048	-\$11,113	-\$58,000	\$0	-\$58,000		19.2%
TOT	-\$381,147	-\$79,800	-\$362,648	\$0	-\$362,648		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 14.5% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$11,209	-\$2,333	-\$12,500	\$0	-\$12,500		18.7%
422.26 Lawn Care & Snow Removal	-\$8,199		-\$20,000	\$0	-\$20,000		
423.26 Custodial Services	-\$49,992	-\$12,498	-\$52,000	\$0	-\$52,000	25.0%	24.0%
430.26 Repairs / Maintenance / Monitoring	-\$18,073	-\$493	-\$35,000	\$0	-\$35,000		1.4%
443.25 Lease of Copy Machines	-\$18,651	-\$3,500	-\$21,000	\$0	-\$21,000		16.7%
450.46 Construction Services (West Side)	-\$23,120	-\$5,833	-\$30,000	\$0	-\$30,000		19.4%
TOT	-\$129,243	-\$24,656	-\$170,500	\$0	-\$170,500		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 8.4% (7 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$6,836	-\$1,209	-\$16,000	\$0	-\$16,000		7.6%
518.21 Adventure	-\$6,388	-\$222	-\$7,500	\$0	-\$7,500		3.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520.23 Liability, Property, D&O Insurance	-\$40,116	-\$4,691	-\$45,000	\$0	-\$45,000		10.4%
530.24 Telephone	-\$6,815	-\$1,469	-\$9,500	\$0	-\$9,500		15.5%
540.23 Marketing	-\$18,147	-\$413	-\$15,000	\$0	-\$15,000		2.8%
580.22 Travel	-\$4,954	-\$477	-\$8,000	\$0	-\$8,000		6.0%
581 Board Expenses	-\$3,102	-\$30	-\$3,000	\$3,000	\$0		
TOT	-\$86,358	-\$8,510	-\$104,000	\$3,000	-\$101,000		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 50.2% (16 School Budget records)							
610.1 Classroom / Expedition	-\$54,354	-\$70,578	-\$90,000	\$0	-\$90,000		78.4%
610.1 Adventure Supplies	-\$6,657	-\$2,818	-\$4,500	\$0	-\$4,500		62.6%
610.1 Special Education Materials	-\$1,206	-\$1,071	-\$3,500	\$0	-\$3,500		30.6%
610.22 Professional Development Supplies	-\$1,410	-\$5,735	-\$5,000	-\$1,000	-\$6,000		95.6%
610.22 Yearbooks	-\$3,434		-\$3,754	\$0	-\$3,754		
610.23 Board Expenses			\$0	-\$3,000	-\$3,000		
610.24 Office Supplies	-\$35,884	-\$10,958	-\$33,000	\$0	-\$33,000		33.2%
610.33 POP Expenses	-\$7,852	-\$226	-\$10,000	\$0	-\$10,000		2.3%
622.26 Energy Supplies	-\$49,162	-\$14,916	-\$49,000	\$0	-\$49,000		30.4%
630.31 Food and Kitchen	-\$102,791	-\$22,299	-\$113,000	\$0	-\$113,000		19.7%
641.1 Textbooks & Curriculum	-\$10,997	-\$23,759	-\$10,000	-\$17,000	-\$27,000		88.0%
644.22 Library	-\$5,963	-\$2,505	-\$7,000	\$0	-\$7,000		35.8%
644.22 Book Fair	-\$1,299		-\$2,000	\$0	-\$2,000		
650.21 Tech-Related Supplies	-\$32,199	-\$1,052	-\$6,000	\$0	-\$6,000		17.5%
670.1 Software	-\$41,224	-\$32,491	-\$45,000	\$6,000	-\$39,000		83.3%
680.26 Maintenance & Cleaning Supplies	-\$41,185	-\$28,240	-\$35,000	\$0	-\$35,000		80.7%
TOT	-\$395,618	-\$216,647	-\$416,754	-\$15,000	-\$431,754		
Promontory School of Expeditionary Learning - Expense - 700 Property - 74.5% (5 School Budget records)							
720.26 Land & Site Improvement	-\$3,201,513	-\$42,239	-\$10,000	\$0	-\$10,000		422.4%
733.1 Furniture and Fixtures	-\$68,388	-\$11,973	-\$10,000	-\$1,973	-\$11,973		100.0%
734.1 Technology-Related Hardware	-\$103,920	-\$3,160	-\$50,000	\$0	-\$50,000		6.3%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$3,373,821	-\$57,372	-\$75,000	-\$1,973	-\$76,973		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 20.0% (5 School Budget records)							
810.24 Dues and Fees	-\$3,724	-\$559	-\$4,200	\$0	-\$4,200		13.3%
810.24 Charter School Association Dues	-\$3,616	-\$3,531	-\$3,616	\$85	-\$3,531		100.0%
810.25 Background Checks	-\$1,940	-\$766	-\$2,300	\$0	-\$2,300		33.3%
830 Facility Mortgage Payment	-\$330,443	-\$108,500	-\$555,019	\$0	-\$555,019	25.0%	19.5%
890.21 Misc. Expenditures	-\$1,204		-\$1,204	\$0	-\$1,204		
TOT	-\$340,928	-\$113,355	-\$566,339	\$85	-\$566,254		
TOT	-\$3,288,325	\$967	\$232,477	\$29,634	\$262,111		

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account **Account Period**

8282 July 01, 2024 through September 30, 2024

Summary

Beginning Balance	\$ 1,480,981.30	Average Daily Balance	\$ 1,487,738.15
Deposits	\$ 20,202.64	Interest Earned	\$ 20,202.64
Withdrawals	\$ 0.00	360 Day Rate	5.3137
Ending Balance	\$ 1,501,183.94	365 Day Rate	5.3875

Date	Activity	Deposits	Withdrawals	Balance
07/01/2024	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,480,981.30
07/31/2024	REINVESTMENT	\$ 6,831.19	\$ 0.00	\$ 1,487,812.49
08/31/2024	REINVESTMENT	\$ 6,830.91	\$ 0.00	\$ 1,494,643.40
09/30/2024	REINVESTMENT	\$ 6,540.54	\$ 0.00	\$ 1,501,183.94
09/30/2024	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,501,183.94

{Effective: 07/31/2024} The GASB Fair Value factor at June 30, 2024 is 1.00150349

Key Policy

Purpose:

To outline policy and procedures for issuance and control of door and cabinet keys for Promontory School administrators, staff, teachers, and non-employee authorized activity supervisors.

The establishment of a safe environment is the shared responsibility of the school administrators, teachers, and staff. Administrators, teachers, and staff receive keys to the school and are entrusted with keys to the school to carry out the educational objectives of the school. Because possession of a school key gives authorized persons unfettered access to the school, the students, and sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times and must sign a key use agreement.

Definitions

- Master Key - A key that activates all door locks in a building.
- Multiple-door Key - A key that activates the locks in more than one, but not all doors to spaces assigned to a specific community.
- Building Entrance Key - A key, or key fob, that activates the lock only on one or more outside entrance doors to the building.
- Room Key - A key that activates the lock only to the door to a single room and its attached closets.
- Cabinet Key - A key that activates the locks to storage cabinets.
- Approving Officers – Board Chair for Board of Trustees (the Trustees), Director of the school (the Director) for employees and Building Facility Manager (the Facility Coordinator) for building maintenance.
- Facility Coordinator-- Schedules the building, issues keys, maintains key issuance record, and approves building maintenance.
- Designee – A board member or school employee appointed by an Approving Officer or Facility Coordinator to act in his/her behalf.
- Authorized User— A person who has been granted authorization from an Approving Officer and signed the key use agreement in order to be issued a key for long or short-term use.

Policy

Building Security

- The school is generally open to from 8:00 am to 3:30 pm, Monday through Friday. Certain rooms and offices are open at other times to meet particular needs.
- It is the responsibility of all personnel using buildings before or after regular hours to ensure that outside doors remain locked when there are no school activities in session.
- It is the responsibility of all personnel using buildings after regular hours to see that lights are turned off in the rooms they are vacating, and that office doors and outside doors are secured. Personnel must communicate with other users as they vacate the building. The final user of the evening is responsible to ensure that all lights are off, and all doors are locked.
- It is the responsibility of all personnel to ensure that no outside doors are propped open during or after regular hours.
- Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the Director any doors that are unsecured or in violation of the school's policies.
- Violation of these requirements may result in the loss of key privileges and may result in discipline up to and including termination.

Key Issuance

- Keys shall be authorized by Approving Officers (see table below for more authorization detail) and issued and controlled by the Facility Coordinator, or Board Chair in the case of Trustees.
- Duplication of keys other than by the Facility Coordinator (or Designee) is prohibited. Any person who knowingly makes or duplicates a key in any matter not authorized by this policy is subject to disciplinary action.
- Persons to whom keys are issued shall use the keys only in accordance with this policy.
- Only authorized persons are allowed to be in possession of a key to the school. Authorized persons are only those persons with documentation of authority to possess or control a key. Authorization is specific to each key issued.
- No person may give his or her key to an unauthorized user for any period of time. Any key(s) found to be in the possession of an unauthorized person will be confiscated and

any person found to have provided a key or a copy of a key to an unauthorized user may be disciplined up to and including termination.

- School personnel may receive authorization to check out a key from the office for School related use. Approval must be obtained from the Director and the key issued via the Facility Coordinator or Designee.
- In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not present. The named supervisor shall read and adhere to the school’s key policy and submit an Application for Key Form. Upon approval, the key will be checked out through the Facility Coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.
- Lost or stolen keys must be reported to the Director and Facility Coordinator immediately. A lost key may require one or more door and/or cabinets to be rekeyed. This process may cost a substantial amount of money. Where permitted by applicable laws, the school may withhold the cost of rekeying the building(s) from a teacher’s or administrator’s check or final paycheck if a violation of this policy resulted in the lost or stolen key.

KEY ELIGIBILITY AND RESPONSIBILITY

Type of Key	Eligibility to Carry	Eligibility to Access On-site or Short Term	Authorization Responsibility	Issuance Responsibility
<p>Master Key (Activates all door locks in building)</p>	<p>Full-time Secretary Facility Coordinator Full-time Secretary</p>	<p>Board of Trustees Janitor</p>	<p>Two approving officers</p>	<p>Facility Coordinator (to carry) Facility Coordinator or designee (short term)</p>
<p>Multiple Door Key (Activates locks in more than one door but not all doors in an assigned community)</p>	<p>Employees (as needed to perform their duties) Board of Trustees</p>	<p>Employees (as needed to perform their duties) Approved non-employee supervisors Maintenance contractors</p>	<p>Director (for employees) Director AND Board Chair (for supervisors) Facility Coordinator (For contractors)</p>	<p>Facility Coordinator (to carry) Facility Coordinator or designee (short term)</p>

Key Return

When an individual's need for a key no longer exists, whether as a result of termination of employment, resignation, layoff, or other reasons, it is the responsibility of the Facility Coordinator to collect the unneeded key(s).

Exceptions

Exceptions to the policy on issuance of keys may be authorized in writing by three Approving Officers.

Procedures

Key Issuance

- Individuals wishing to have a key or keys issued to them shall complete an Application for Keys form.
- The form must be signed by the applicant and the Approving Officer.
- Upon approval, the applicant and the key issuer must sign the Key Holder Agreement before the key can be issued.
- Upon key return, the Facility Coordinator (or Designee) and applicant will sign the key return section of the Key Holder Agreement.
- No deposit is required.

Key Replacement

- To replace a lost or broken key, an Application for Keys form must be completed in the same manner as for issuance of an original key.
- A broken key to be replaced must be returned with the application form to the Facility Coordinator.
- If a key has been lost, available details must be provided, and a report filed.
- If a lost key is later found, it must be returned to the Facility Coordinator.

Record Keeping

The Facility Coordinator shall maintain a comprehensive listing of all door and cabinet keys issued by name of individual.

Access to Building by Outside Contractors

- The Facility Coordinator in conjunction with the Director is responsible for making arrangements with outside contractors requiring building access. All lock work will be managed through the Facility Coordinator.

- Keys will not be issued to contractors working at the school except as specifically pre-authorized by the Facility Coordinator. The Facility Coordinator will notify the Director of these authorizations in writing.

Lock Repair and Replacement

Locks may not be installed, repaired, or replaced on any doors without the specific approval of three Approving Officers, with the exception of equipment locks (i.e., lockers, filing cabinets).

Library & Computer Use Policy

At Promontory School it is our desire for all of our students to have a passion for reading. Along with being a “Great Thinker” at Promontory School comes a great responsibility for our students regarding our Library and computer use. Please read through our policy, sign and date the back, and return to the office. Thank you for your cooperation.

Library Use

- 1) Each patron is responsible for all material he/she checks out of the library.
- 2) All books must be checked out before leaving the library. Books are checked out for a period of 2 weeks and may be renewed to avoid late notices. Parents will receive a late notice after a book has not been returned or renewed.
- 3) If a book is returned damaged, the patron will pay the replacement cost. Damage to books includes, but is not limited to, water damage, crayon damage and ripped pages.
- 4) If a book is lost, a replacement fee will be assessed to the patron.
- 5) If the book is overdue for 2 months, a replacement fee will be assessed. Replacement fees may include a cataloging fee.
- 6) The number of books allowed to be checked out will vary with grade level.
- 7) If the school year ends and books have not been returned or replacement fees have not been paid, the student's yearbook will be held.

Computer Use

Computers will be available to qualifying students at Promontory. Along with computer use also includes access to the internet. Our goal is to provide these services to students to promote “Great Thinkers” by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

- 1) Student use of computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.
- 2) Personal contact information may not be shared on Internet sites open to public access. This includes student’s addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.

- 3) Students may use school Internet access, including Instant Messaging, Web Mail, or web chats, only for teacher-directed educational activities and only when authorized and supervised.
- 4) Students who publish school related information on the Internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.
- 5) Students are strictly prohibited to:
 - a. Access or create files or materials without authorization
 - b. Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
 - c. Access or create offensive, profane, or pornographic files
 - d. Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Social Media Platforms (ex. SnapChat, Facebook, Twitter, TikTok, ect.)
 - e. Plagiarize works or violate copyrights or trademarks
 - f. Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
 - g. Have food or drinks near computers
- 6) There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.
- 7) Security is a high priority because of multiple users. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the director, teacher/supervisor or system administrator.
- 8) Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.
- 9) The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands.** The director, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.