## Table of Contents

### Introduction

- AAI Vision, Mission, Values, and Approaches of Learning  
  - 6

### 01—Board Governance

#### 01-101—Committee Policy

- 7

#### 01-102—Conflict of Interest Policy

- 9

#### 01-103—Complaint Policy

  - Definitions:  
    - 12
  - Procedure
    - 12
  - Step I:
    - 12
  - Step II:
    - 13
  - Step III:
    - 13
  - Step IV:
    - 13

### MISCELLANEOUS PROVISIONS

- 14

#### 01-110—Executive Limitations

- 16
  - Global Executive Limitations Policy
    - 16
  - Treatment of Students
    - 16
  - Treatment of Parents
    - 16

#### 02-104—Nutrition and Wellness Policy

- 17

#### 02-107—Safe AAI Policy

- 19
  - DEFINITION
  - 19
  - PROACTIVE STRATEGIES FOR IMPROVING STUDENT BEHAVIOR AND LIMITING THE EXCLUSION OF STUDENTS FROM AAI:
    - 20
  - PROVISIONS GOVERNING THE CONDUCT OF AAI AGE INDIVIDUALS:
    - 20
  - PROCEDURES FOR INCIDENTS INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:
    - 22
  - PROCEDURES FOR INCIDENTS NOT INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:
    - 23
  - Board of Trustees-Level Hearings:
    - 24
  - RESPONSIBILITY OF PARENT FOR SUSPENDED OR EXPELLED STUDENT:
    - 25
  - STUDENTS WITH DISABILITIES:
    - 26
  - I. Weapons and Controlled Substance Violations
    - 26
  - THREATS OF SUICIDE:
    - 28
I. Purpose

II. Definitions

III. Prohibitions

IV. Actions Required if Prohibited Acts are Reported

V. Investigations

VI. Training

VII. Additional Notes

03-104—Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy

03-105—Student Discipline Policy

03-106—Withdrawal and Transfer

03-107—Graduation Requirements

03-108—Student Dress Policy

03-108—Foreign Exchange Students

03-109—Student Privacy

03-110—Social Networking Policy

03-111—Technology and Network Protection Policy

03-112—Head Injury Policy

Non-Policy tools and procedures

Recognition of Concussion

03-113—Administration of Medication to Students

03-114—Electronic Devices on Campus

03-115—Extra Curricular Activities and AAI Clubs
Participation in extracurricular activities at students’ boundary AAI

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-116</td>
<td>Reciprocity of Credits</td>
<td>67</td>
</tr>
<tr>
<td>03-117</td>
<td>Student Transportation</td>
<td>67</td>
</tr>
<tr>
<td>03-118</td>
<td>Special Education</td>
<td>67</td>
</tr>
<tr>
<td>03-119</td>
<td>Education of Homeless Students</td>
<td>67</td>
</tr>
<tr>
<td>03-120</td>
<td>Student Search Policy</td>
<td>67</td>
</tr>
<tr>
<td>03-121</td>
<td>Concurrent Enrollment</td>
<td>67</td>
</tr>
<tr>
<td>03-122</td>
<td>Dissemination of Information About Juvenile Offenders</td>
<td>67</td>
</tr>
<tr>
<td>03-123</td>
<td>Statewide Online Education Program</td>
<td>67</td>
</tr>
<tr>
<td>03-124</td>
<td>Alternative Language Services</td>
<td>67</td>
</tr>
</tbody>
</table>

04—Administration and Operations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-101</td>
<td>Religious Freedom Policy</td>
<td>71</td>
</tr>
<tr>
<td>04-102</td>
<td>Parent Involvement</td>
<td>71</td>
</tr>
</tbody>
</table>

American Academy of Innovation will involve parents in the development of its academic plans.

American Academy of Innovation will involve parents in the process of AAI review and improvement.

American Academy of Innovation will provide coordination and technical assistance to promote quality parental involvement activities.

American Academy of Innovation will coordinate parental involvement strategies with other programs.

American Academy of Innovation will conduct an annual parental involvement evaluation.

American Academy of Innovation will involve parents in a variety of AAI activities.

04-103—Title I Compact

PARENT/GUARDIAN RESPONSIBILITIES

STUDENT RESPONSIBILITIES

TEACHER RESPONSIBILITIES

ADMINISTRATION RESPONSIBILITIES

04-105—Disposal of Textbooks

04-106—Firearm Safety in AAI

05-102—Volunteers

Volunteer Scope of Work and Confidentiality and Property Acknowledgement

Holidays
Emergency Closings and Severe Weather  
05-116—Employee Social Networking  
06—Instruction  
06-101—Standardized Test Administration Policy  
06-102—Health and Human Sexuality Education  
06-103—Comprehensive Counseling Policy  
06-104—Acceleration and Retention  
Early Graduation  
06-105—Media Use in Classrooms  
06-106—Grading Policy  
06-107—Student Education Plans  
06-108—Classroom Supplies Appropriation  
07—Finances  
See separate finance policies document.
Introduction

AAI Vision, Mission, Values, and Approaches of Learning
The vision of the American Academy of Innovation is to empower the individual mind to improve the world. The American Academy of Innovation combines academic fundamentals; career, technology, and 21st century skills, with international and community partnerships through project based learning to ignite an innovative mindset within the individual and society. We will achieve our vision and mission by embracing these values and approaches:

- Experiential and Project Based Learning
- Twenty-first Century Skills
- Academic Fundamentals
- Service Leadership
- International and Community Partnerships
- World Improvement
- Career and Technological Education
- Innovation
- Individual Empowerment

We believe that the ultimate goal of education is to empower the individual to enhance their lives, communities, and world. Thus, education must focus on the use of knowledge and understanding, and the application of knowledge and understanding in varying disciplines. Innovation, not memorization, drives progress. In order to meet this goal of adaptability and ability, students must have access to purposeful, clear curriculum that is taught through inquiry, exploration, experience, discovery, application, and reflection.

In addition to these approaches, values, mission, and vision; AAI strives to challenge potential everyday. This represents the why of AAI. The direction outlined above represents a fairly common direction in education. What sets us apart from our peers is why we do what we do. Our intention is to not only educate, but to inspire with internal motivation. We want everyone involved in AAI to push themselves, to take ownership of their education, and to improve the world at large. This applies to staff as well as students.

The following policies will allow AAI, as a school and a community to fulfill the mission, vision, values and approaches of learning.
01—Board Governance

01-101—Committee Policy
The purpose of Committees is to assist the Board, the Director, and the Parent Organization in accomplishing the Mission and Charter of American Academy of Innovation.

The Board establishes the following standing committees to report to the Board:

- Academic Excellence
- Financial Accountability
- Capital Fundraising
- School Land Trust

The Board directs the Director to establish the following standing Committees to report to the Director:

- Curriculum
- Public Relations
- Technology
- Safety

The Director will establish additional committees and the Parent Organization leadership will establish additional PTO committees as they deem necessary for the performance of their specific responsibilities and authority within the Academy’s Mission and Charter.

The Director and Committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to the school’s Charter and Mission.

The Academic Excellence Committee is delegated the responsibility to present to the Board annually an accountability plan for gathering data about the school’s academic progress, staff, student, and parent relationships, and the Director’s job performance. The Academic Excellence Committee is responsible to compile the data required by the school’s accountability plan and charter and present the data plus a summary to the Board. Members of the Academic Excellence Committee will be appointed by the Board.

The Financial Accountability Committee will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see that complete books and records of account are kept, prescribe and
supervise an adequate system of internal audit, and oversee the preparation of statements of account showing the financial position of the Academy and the results of its operations. The Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors. The Treasurer will chair the Financial Accountability Committee and the Business Manager will be a member. Other members of the Financial Accountability Committee will be appointed by the Academy Board.

The Capital Fundraising Committee is delegated the responsibility to raise large donations to the school for use in capital improvements and other large one-time expenses. The Capital Fundraising Committee will coordinate with other fundraising committees established by the Director or Parent Organization. The Committee will recommend to the Board a plan for special honors to individuals or groups making large donations to the school. Members of the Capital Fundraising Committee will be appointed by the Board.

The Board designates elected members of the Board and the Director as the members of the School Land Trust Committee. An additional member of the school staff will be elected annually by the staff to serve on the School Land Trust Committee. The School Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Utah Code Section 53A-16-101.5.

Members of committees reporting to the Director will be appointed by the Director and may include board members, staff, parents, or other community members. Responsibilities of committees reporting to the Director will be delegated to the committee in writing by the Director. The Director will ensure that the responsibilities of the standing committees reporting to the Director are consistent with roles and duties outlined in the school’s Charter, State and Federal Law, and the requirements of State and Federal grants the school has accepted.
01-102—Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to American Academy of Innovation (AAI), or result in personal financial, professional, or political gain on the part of such persons at the expense of AAI or its members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of AAI. Board means the Board of Directors. Officer means an officer of the Board of Directors. Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to AAI and retains a significant independent decision-making authority to commit resources of the organization. Staff Member means a person who receives all or part of her/his income from the payroll of AAI. Supporter means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to AAI.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
   a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
   b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
   c. A board member or their organization stands to benefit from a transaction or staff member of such organization receives payment from AAI for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
   d. A board member's organization receives grant funding from AAI.
   e. A board member or staff member is a member of the governing body of a contributor to AAI.
   f. A volunteer working on behalf of AAI who meets any of the situations or criteria listed above.

2. Following full disclosure of a possible conflict of interest or any condition listed above,
the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect AAI’s best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. A Board member or Committee member who is formally considering employment with AAI must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member’s elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with AAI must submit a written request for a temporary leave of absence to the Secretary of the AAI Board, c/o AAI’s office, indicating the time period of the leave. The Secretary of the AAI Board will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the AAI Board.

4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending AAI’s resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person’s relationship with AAI or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

7. This policy and disclosure form must be filed annually by all specified parties.
Conflict of Interest Disclosure Form

American Academy of Innovation

This form must be filed annually by all specified parties, as identified in the AAI Conflict of Interest Policy Statement (ratified by AAI\'s Board of Directors on {Date of ratification})

_____  I have no conflict of interest to report

_____  I have the following conflict of interest to report (please specify):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

________________________________________________________________________

Signature

________________________________________________________________________

Printed Name

_____________________  

Date
01-103—Complaint Policy

Definitions:

Complaint: A written submission from any individual within the American Academy of Innovation AAI community (i.e. student, parent, employee) who:

1. Sets forth the allegation that there has been a violation of any AAI policy, reasonable and accepted practices, or state or federal rule or law;
2. Specifically identifies the policy, practice, rule or statute violated.

Complainant: Any individual or group of individuals aggrieved by a decision or condition falling under policy, reasonable and accepted practices, or state or federal rule or law.

Organizational Structure: The hierarchy of American Academy of Innovation for addressing all Complaints. The organizational structure varies depending on the area of alleged violation. Below is the hierarchy used for Complaint procedures in this policy:

<table>
<thead>
<tr>
<th>Classroom Instruction</th>
<th>Special Education</th>
<th>Other Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Teacher</td>
<td>Special Education Teacher</td>
<td>Directly involved party</td>
</tr>
<tr>
<td>Academic Director or Assistant Director</td>
<td>Special Education Director</td>
<td>Business Manager</td>
</tr>
<tr>
<td>AAI Director</td>
<td>AAI Director</td>
<td>AAI Director</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>Board of Trustees</td>
<td>Board of Trustees</td>
</tr>
</tbody>
</table>

Procedure

Step I:

Any individual alleging a Complaint is encouraged to resolve the problem, if possible, through a discussion with the person or persons suspected of a violation, beginning at the lowest level of organizational structure.

1. Students and parents should discuss classroom concerns first with classroom teachers.
2. Employees should discuss concerns first with directly involved parties.
3. When individuals hear complaints or receive formal Complaints, they should make sure that Complainants or potential Complainants have first attempted in good faith to resolve problems with persons directly involved.
Step II:
In the event that the informal discussion with directly involved parties does not resolve the issue, the Complainant shall file a formal written Complaint form with the next responsible individual in the organizational structure. Complaint Forms are available from the office manager or from the AAI’s website.

1. The Complaint must be filed within twenty (20) working days of the date the Complainant knew, or should have known, of the circumstances that precipitated the Complaint.
2. The responsible individual shall respond in writing, within five (5) working days following receipt of the Complaint.
3. If the next responsible party is the AAI Director, Step II does not apply, and the Complainant moves to Step III.

Step III:
If the response (decision) at Step II does not resolve the problem, the Complainant shall forward the Complaint to the AAI Director to initiate Step III.

1. The AAI Director shall investigate the complaint with the parties concerned in the Complaint within fifteen (15) working days of the Complaint having been filed at Step II.
   NOTE: The AAI Director may choose to convene a Complaint committee of two to three additional administrators or members of the faculty as part of the investigation of a complaint and in order to recommend a decision on the issue of Complaint.
2. At the conclusion of the investigation, the AAI Director shall render a decision and issue a written report setting forth his/her findings and recommendations for the resolution of the Complaint within five (5) working days.
3. The Complaint shall be considered resolved if the Complainant and the Board of Trustees accept the recommendations of the AAI Director.
4. If no written report has been issued within the time limits set forth in “3” above, or if the Complainant shall reject the recommendations of the AAI Principal, the Complainant shall have the right to appeal to the Board of Trustees for review of the Complaint at Step IV.

Step IV:
Complainants may appeal to the Board of Trustees for a hearing of Due Process.

1. A written request for Board of Trustees’ review of the Complaint must be submitted to the Board Secretary within 10 days of the date of the AAI Director’s report or the expiration of the time limits set forth in Step III.
2. The Board of Trustees shall review the Complaint and the AAI Director’s report, and may hold a hearing.
3. The Board of Trustees may affirm the AAI Director’s recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
4. The Board of Trustees written decision shall be issued within 21 working days of receipt of the Complainant’s written appeal by the board secretary.

5. If no written decision has been issued within the time limit set forth in “4” above or if the Complainant shall reject the decision of the Board of Trustees, the Complainant shall be free to pursue such litigation or statutory remedy as the law may provide.

MISCELLANEOUS PROVISIONS

1. Complainant will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the employee, or his/her designated representative and the AAI Administration. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s). The Complaint officer will issue a letter of understanding to the parties outlining the modified timeline.

2. No person shall suffer recrimination or discrimination because of participation in this Complaint procedure.

3. Employees shall be free to testify regarding any Complaint filed hereunder.

4. Confidentiality will be observed pending resolution of the Complaint.

5. A representative of his/her choice may accompany the Complainant in all stages of these proceedings.

6. The business manager will maintain records of all Complaints. The records will be kept in a separate and confidential file. Information regarding Complaints will be classified as private.

7. Gossip among AAI employees will not be tolerated. When employees have concerns they should follow the procedure in this policy to resolve such concerns. Gossip undermines the efforts of all employees to operate a successful AAI and may be grounds for disciplinary action, up to and including termination of employment.
COMPLAINT FORM

NAME___________________________________________________  POSITION/TITLE ________________________________

(If parent or student, put “parent” or “student")

DAYTIME PHONE ________________________________

INSTRUCTIONS: The Complaint procedure has four steps. The first is informal resolution, the second and potentially third are a formal written Complaint to administration and/or the AAI director, and the fourth a review by the Board of Trustees. This form may be used by an employee, parent, or student to initiate a formal Complaint at Step 2. If you are considering initiating a Complaint, you should review the complete Complaint policy, available from the office manager.

**STEP 1 INFORMAL RESOLUTION**

Step 1 of the Complaint process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

**STEP 2 FORMAL COMPLAINT**

From the date of the event, you have 15 working days to file a formal, written Complaint. The written Complaint is considered filed when it is submitted to a member of AAI administration or the Board of Trustees, as outlined in policy. You must provide the following information:

1. The date of the event that is a violation of law or policy leading to the complaint. ________________

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

__________________________________________________________________________________________

__________________________________________________________________________________________

Total number of pages attached ________

3. The resolution or remedy you want. __________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Total number of pages attached ________

4. Complainant signature and date filed with administration.

Grievant’s Signature ________________________________  Date ________________

Administrator’s Signature ________________________________  Date received ________________

**STEP 3 FORMAL COMPLAINT**

If you do not resolve your Complaint at Step 2, you may advance the Complaint to Step 3 by notifying the AAI director or Board of Trustees, as outlined in policy. The notification must be in writing on this form and must be received within 10 working days of receipt of administration’s response at Step 2.
**01-110—Executive Limitations**

*Global Executive Limitations Policy*

The Principal/Director shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, in violation of commonly accepted business, professional and educational ethics and practices, or not in accordance with the charter of American Academy of Innovation.

*Treatment of Students*

With respect to interactions with students or those applying to be students, the Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Director shall not:

1. Elicit information for which there is no clear necessity.
2. Use method of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material and are not in compliance with State record keeping archiving policies.
3. Fail to operate facilities with appropriate accessibility and privacy including but not limited to:
   a. Not enforcing building access procedures.
   b. Not keeping all exterior doors locked.
   c. Not establishing emergency lock down and evacuation procedures.
   d. Not maintaining safe drop-off and pick-up procedures.
4. Fail to establish with students a clear understanding of academy expectations, including but not limited to:
   a. Dress Code Standards
   b. Academic Standards
   c. Behavioral Standards
5. Fail to inform students of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

*Treatment of Parents*

With respect to interactions with students or those applying to be students, the Principal/Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Director shall not:

1. Elicit information for which there is no clear necessity.
2. Divulge information or opinion for which there is no clear necessity, including:
a. Information or opinions about a student(s) to persons other than the student’s parents.
b. Causing or allowing staff members to disclose information or opinion about a student to persons other than the student’s parents.

3. Fail to establish with parents a clear understanding of academy expectations, including:
   a. Dress code procedures
   b. Safe drop off and pick up procedures
   c. Volunteer hours

4. Fail to inform parents of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

02-104—Nutrition and Wellness Policy

Purpose and Philosophy
To optimize student performance potential, American Academy of Innovation promotes a healthy AAI by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. American Academy of Innovation supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. American Academy of Innovation seeks to contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.

Opportunities for Physical Education and Physical Activity
A quality physical education program is an essential component for student health and learning. A sequential developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity includes regular instructional physical education, participation in an outdoor program, as well as extracurricular activities.

Opportunities for Nutrition Education
A quality nutrition education program is an essential component for all students in order to influence students’ eating behaviors toward lifelong health. Nutrition education topics shall be integrated within the AAI’s lunch program, science program, physical education program and other subjects at each grade level. The nutrition education program shall focus on students’ eating behaviors, lifestyle, and nutritional science, based on theories and methods proven effective by published research and consistent with the State Core Health Education Curriculum.

Nutrition Guidelines for Foods Available in AAI
Food served through the AAI lunch program shall meet or exceed the federal regulations and guidance for reimbursable AAI meals. Other food items on AAI grounds and at AAI-
sponsored activities during the instructional day will include healthy snack options and comply with R277-719.

**Monitoring and Policy**
The AAI Principal will ensure compliance with this policy in the AAI and will report on the AAI’s compliance to the Board. The Board will, as necessary, revise this policy and develop workplans to facilitate its implementation.
02-107—Safe AAI Policy

American Academy of Innovation is committed to fostering an environment for students, staff, community, neighbors and visitors that is safe, conducive to the learning process, and free from unnecessary disruption. A safe AAI environment includes the AAI and grounds during AAI hours, and during AAI sponsored activities and events. The following policy and guidelines have been created for this purpose in accordance with Utah State Law (UCA 53A-11-901-909).

**DEFINITION**

AAI-sponsored activity or event means an activity, meeting, or location sanctioned or supported by the AAI, including transportation of students in AAI-owned/leased vehicles.

Exclusion means the removal of a student from a AAI program, but not necessarily from all education services, and includes:

Suspension: a mandatory interruption of attendance or participation in a specific AAI or program for a period of 10 days or less.

Expulsion: termination of attendance or participation in a AAI or program for a period in excess of 10 AAI days by the local Board of Trustees (53-11-905(3)).

Change in Placement: Alternative placement of a student for disciplinary or for other legitimate purposes.

Imminent danger: the appearance of threatened and impending injury which would lead a reasonable and prudent person to attempt an instant defense; something which is threatening to happen at once, something close at hand, something which is close, although not yet touching, or on the point of happening. [Black’s Law Dictionary]

Habitually disruptive behavior: frequent or repeated flagrant willful disobedience, defiance of proper authority, or repeated disruptive behavior, including the use of foul, profane, vulgar or abusive language.

Gang: a group of people who form an allegiance and engage in a range of antisocial behaviors that may include violent or other unlawful activity. These groups may have a name, turf, colors, symbols, or distinct dress, or any combination of the preceding characteristics.

Remedial discipline plan: a written plan developed by the AAI in consultation with the student to be disciplined and the parent/legal guardian which may include any combination of the following or any other action discussed by the parties:

1. exclusion of the student from AAI for a pre-determined time or until certain
conditions are met;

2. specific behavior standards for the student which, when met by the student, allow for designated rights or privileges;

3. in AAI suspension;

4. community service;

5. restitution for damage or harm.

Proactive intervention strategy: a preventive strategy intended to stop or deter problem behaviors before they occur. A proactive or preventive strategy anticipates problem behaviors and uses a predetermined set of consequences (positive or negative) to intervene.

Parent: parent or legal guardian.

PROACTIVE STRATEGIES FOR IMPROVING STUDENT BEHAVIOR AND LIMITING THE EXCLUSION OF STUDENTS FROM AAI:

American Academy of Innovation shall provide parents and students with a written mission statement for the AAI that should be included in a AAI procedures handbook and provided to parents.

AAI administrators, teachers and staff shall use proactive intervention strategies that anticipate problem behaviors before they occur.

PROVISIONS GOVERNING THE CONDUCT OF AAI AGE INDIVIDUALS:

Students shall:

A. be given notice of applicable rules of conduct

B. comply with applicable rules of conduct as well as all federal, state and local laws and ordinances; and

C. be civil and respectful to other people and obey persons in authority at the AAI.

Students may be suspended or expelled from American Academy of Innovation for the following reasons and students may not:

1. possess, use, sell or attempt to possess, use or sell any firearm, weapon, knife, explosive, firework, chemical weapon, flammable material, martial arts weapon or other instrument including those which eject anything, or other material dangerous to persons or property, or any replica or facsimile of any of the above, regardless of intent
and whether functional or nonfunctional;

1. as required by federal law, a student who is found to have brought a firearm (as defined under Section 921 of title 18, U.S. Code) or a real, look alike, or pretend firearm, explosive or flammable material under state law (53A-11-904) to AAI or to a AAI-sponsored activity or to be in possession of such firearm while at AAI or when involved in any AAI supervised activity shall be expelled from AAI for a period of not less than one year;

2. the Chief Administrative Officer or the Chief Administrative Officer's designee, may modify the one year expulsion requirement if the Chief Administrative Officer or review committee determines on a case-by-case basis that a lesser penalty would be more appropriate;

3. cause, attempt, threaten or conspire to cause damage to personal or real property, or cause, attempt, threaten or conspire to cause harm to a person or persons, individually or in groups, through:
   a. arson (UCA 76-6-102)
   b. burglary
   c. larceny or stealing (UCA 76-6-403)
   d. criminal mischief (UCA 76-6-106)
   e. battery
   f. assault (UCA 76-5-102)
   g. harassment (UCA 76-5-106)
   h. vandalism (UCA 76-6-105)
   i. hazing (UCA 76-6-106)
   j. participation in any activity which violates an applicable AAI rule or federal, state or local law or ordinance, or disrupts normal AAI proceedings or through threats of participation in any plan or conspiracy relating to the foregoing.
   k. participation in conduct which threatens harm or does harm to the AAI, AAI property, person associated with the AAI or property associated with such persons
2. commit an offense against an educator when the educator is acting in the course of employment or be subject to an enhanced degree of offense as cited in Utah Code Annotated 76-3-203.2. Crimes against educators are considered to have created an imminent danger under this policy.

3. be admitted to American Academy of Innovation on the basis of having expelled from any AAI during the preceding 12 months (UCA 53A-11-904).

**PROCEDURES FOR INCIDENTS INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:**
The AAI director or designee shall determine if the student’s behavior created imminent danger to people or property or if the student’s behavior, despite intent, was in violation of this policy.

If the student’s behavior created imminent danger or violated this policy, following personal notification to the student and student’s parent/legal guardian, the student shall be suspended according to the procedure outlined below:

A. immediate student suspension:

1. the student is suspended until the parent/legal guardian is able to conference with AAI administrators.

2. the student shall be prohibited from trespassing on AAI property.

B. the AAI may only release the suspended student to the student’s parent/legal guardian or other adult designated by the parent or legal authority.

C. in unlawful or dangerous situations, the student may be released to law enforcement personnel;

D. a AAI administrator shall make earnest efforts to contact a parent/legal guardian to schedule a conference with the student, the student’s parent/legal guardian within 24 hours of the exclusion;

1. during the conference, the administrator shall:

   a. review the alleged conduct by the student and present the evidence;

   b. give the student an opportunity to respond and present relevant information or explanations.
c. determine whether or not the allegations are true by a preponderance of the evidence, and make a recommendation for action, which may include:

a. if true, the following options are available:

i. discontinue or continue the exclusion (suspension or expulsion) for a specific length of time.

ii. develop a remedial discipline plan for the student required under Section 53A-11-902(3) which outlines the requirements for reinstatement in the class, AAI, or administration’s evaluation of alternatives to excluding the student from AAI.

iii. outline expectations for parents/legal guardians and the AAI in the student’s discipline plan and potential reinstatement: i.e. supervision, a behavior contract, continued participation in extracurricular AAI activities, on-going educational services for the student, take-home or independent study assignments, mandatory AAI contact or evaluation.

iv. advise the student and the parent about the student’s rights and obligations and the procedures for appeal of an adverse decision.

E. at the conclusion of any exclusionary period, a conference will be held with the student and the student’s parent/legal guardian at which time a behavior contract will be developed by parents/legal guardians, student, AAI personnel, and other appropriate individuals.

F. The administrator shall document the disciplinary action taken.

**PROCEDURES FOR INCIDENTS NOT INVOLVING WEAPONS, DRUGS, ALCOHOL, OR IMMINENT DANGER TO PEOPLE OR PROPERTY:**

An administrator shall provide the student an initial opportunity to explain his behavior prior to suspension. If the immediate suspension is justified the AAI should proceed.

The AAI administrator shall investigate and document the charges and schedule a conference with the student and parent/legal guardian as soon as possible. The parent/legal guardian will be notified about the impending conference. During the conference, the administrator shall:

A. explain the allegations or violation to the student.

B. discuss the evidence and provide the student with a reasonable opportunity to
respond and present any relevant information.

C. take appropriate action consistent with findings made by the administrator after review of the evidence and the student's response, and with applicable AAI policies and state and federal law, including laws or regulations specific to students with disabilities;

D. advise the student and the parent/legal guardian about the student's rights and obligations, and the procedures for appeal of an adverse decision.

E. discuss alternatives to suspension with the student and parent/legal guardian or behavior that is neither violent, unlawful, or falls under weapons, imminent danger or drug and alcohol violations;

   1. in AAI suspension or alternative programs;

   2. parent/legal guardian supervision of student at AAI;

F. amended schedule;

G. if the parent or legal guardian does not comply with the alternative to suspension requirements, the student shall be suspended in accordance with the conduct and discipline policies of the AAI;

H. in the event of suspension or expulsion, the student shall be prohibited from trespassing on AAI property and attending any AAI event or activity.

**Board of Trustees-Level Hearings:**
A AAI administrator may refer any matter to the Board for hearing if the administrator deems it advisable.

A. If the student or parent/legal guardian does not concur with the AAI disposition of student misconduct involving weapons, drugs, alcohol, or imminent danger or for student exclusion for a second or subsequent offense not involving weapons, drugs, alcohol, or imminent danger:

   1. the parent/legal guardian may appeal the decision by submitting a written request to the Chief Administrative Officer within 10 days after receiving notice of the decision;

   2. the Chief Administrative Officer or review committee shall schedule the appeal hearing within 20 days of receiving the parent’s/legal guardian’s request for hearing and shall provide the parent/legal guardian with notice of the procedures to be followed in the hearing;
3. the Chief Administrative Officer or review committee shall conduct the appeal hearing at the appointed time and place. The AAI and the student may each be represented by an advocate of its choice;

4. at the appeal hearing, each party may make statements, question witnesses, and present relevant facts and evidence. The review committee procedures may allow for additional witnesses or affidavits to be presented;

5. the appeal hearing’s conclusions) that affect a student’s AAI attendance shall be decided within two AAI days following the hearing;

6. all other issues shall be disposed of in writing within 30 days of the conclusion of the appeal hearing;

7. these time periods may be waived upon agreement by both parties to the hearing;

8. the recommendation of the review committee will be submitted to the Board of Education if the recommendation to expel the student is upheld;

9. expulsion of a student may be conducted by the principal and Chief Administrative officer;

10. AAI review committee appeal of exclusion is the final administrative remedy. If students or parents/legal guardians are dissatisfied with the administrative determination, they may appeal to a court of law.

RESPONSIBILITY OF PARENT FOR SUSPENDED OR EXPELLED STUDENT:

If a student is suspended or expelled from American Academy of Innovation for more than ten (10) AAI days, the parent or legal guardian is responsible for undertaking an alternative education plan which will ensure that the student’s education continues during the period of suspension or expulsion.

A. The parent or legal guardian shall work with designated AAI officials to determine how that responsibility might best be met through private education, an alternative program offered by or through the AAI, or other alternatives which will reasonably meet the educational needs of the student.

B. Costs for educational services which are not provided by American Academy of Innovation are the responsibility of the parent.

C. American Academy of Innovation will maintain a record of all suspended or expelled
students and a notation of the recorded suspension or expulsion shall be attached to the individual student’s transcript (UCA 53A-11-907).

**STUDENTS WITH DISABILITIES:**
Students with disabilities are those individuals who qualify for special education and related services under Public Law 105-17, the Individuals with Disabilities Education Act (IDEA), and/or under Section 504 of the Rehabilitation Act Amendments of 1973 and/or under the Americans with Disabilities Act of 1990.

All students with disabilities enrolled at American Academy of Innovation are accountable for the same standards of behavior as non-disabled students unless their Individualized Educational Program (IEP) teams have determined that their disabilities prevent adherence to these standards and have agreed upon altered standards on their IEPs. Because students with disabilities represent a protected class of individuals, the following general provisions and/or protections apply:

A. Suspension of students with disabilities for fewer than ten (10) days - AAI administration may order the removal of a student with a disability for up to 10 consecutive days for any violation of AAI rules for which students without disabilities would be removed. During this type of removal, the provision of educational services is not required.  

B. Suspension of students with disabilities for more than ten (10) days - Students may be suspended for more than 10 cumulative days per AAI year for separate instances for which nondisabled students would be suspended. However, such suspension must not constitute a pattern of removal and/or a change of placement. Factors such as the length of each removal, total amount of time the student is removed and proximity of removals to each other may lead to a conclusion of placement change. Regardless, beginning with the 11th cumulative day of removal, general and special education services must be provided to the student while on suspension.

I. **Weapons and Controlled Substance Violations**

1. If a student with a disability carries a weapon to AAI or a AAI function, or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at AAI or at a AAI function, AAI administration may order the removal of the student from AAI. When such a removal is contemplated, it constitutes an imminent change of placement and parents/legal guardians must be notified and provided with a copy of their procedural safeguards under IDEA.
a. The student’s IEP team must meet as quickly as possible following the violation to conduct a manifestation determination. This procedure uses evidence from the student’s psycho educational evaluation(s), AAI conduct and classroom performance to help identify whether or not the student’s misbehavior was a function of his/her disability.

i. Violation Related to Student’s Disability: The student’s IEP team must meet to determine an interim alternative educational setting (IAES) to which the student may be removed for up to 45 AAI days. The team must also conduct a functional behavioral assessment (FUBA) and develop a behavior intervention plan (BIP) if these have not already been accomplished. If a FUBA and BIP have already been completed, the IEP team will review these and make revisions as appropriate. The purpose of the BIP is to reduce or eliminate the likelihood that the behavior causing the removal from AAI will recur in the interim alternative educational setting and in the student’s AAI upon his/her return. In an LAES, the student must receive services which allow him/her to progress in the general curriculum and to advance appropriately toward meeting the goals specified on his/her IEP.

ii. Violation Not Related to Student’s Disability: If the manifestation determination procedure indicates that the weapons or drug violation was not related to the student’s disability, the student may be removed from AAI on the same basis as would a student without a disability. However, during this removal the AAI must provide services necessary to enable the student to progress in the general curriculum and appropriately advance toward meeting the goals set forth in his/her IEP.

iii. Dangerousness: A due process hearing officer may order the removal of a student to an interim alternative educational setting (IAES) for up to 45 days if in an expedited due process hearing, s/he determines that the AAI has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or others, considers the appropriateness of the student’s current placement, considers that the AAI has made reasonable efforts to minimize the risk of harm in the student’s current placement, determines that the IAES proposed by the AAI in concert with the student’s special education teacher meets requirements of addressing the student’s behavior and offering services so that the student can progress in his/her general and special education programs.
American Academy of Innovation may continue to seek AAI removal of a student deemed dangerous by petitioning a court of local jurisdiction. The federal Office for Special Education Programs (OSEP) affirmed in DOE Q & A Document, Question 3, 64 Fed. Reg. 12415 (March 12, 1999) that at any time, AAI officials may seek to obtain a court order to remove a student with a disability from AAI or to change a student’s current educational placement if they believe that maintaining the student in the current educational placement is substantially likely to result in injury to the student or others.

AAI officials can report crimes committed by students with disabilities to appropriate law enforcement authorities to the same extent they do for crimes committed by nondisabled students.

C. In AAI Suspension - An in AAI suspension would not be considered a part of the days of suspension previously addressed as long as the student is afforded the opportunity to continue to appropriately progress in the general curriculum, continue to receive the services specified on his or her IEP and continue to participate with nondisabled students to the extent they would have in their current placement.

D. Behavioral Interventions - any behavioral intervention to be used with a _____ student with disabilities must meet the requirements set forth by the Utah State Board of Education Special Education Rules.

**THREATS OF SUICIDE:**

Consistent with UCA 53A-11-203, the AAI shall:

- a) notify a parent if the parent’s student threatens to commit suicide,
- b) notify the parents of each student involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation of the incident involving each parent’s student, and
- c) produce and maintain (consistent with Records Retention Policy) a record that verifies that the parent was notified of the incident or threat

**APPROPRIATE USE OF PHYSICAL RESTRAIN IN THE ENFORCEMENT OF THIS POLICY:**

The use of physical restraint of students within the context of this policy is only appropriate consistent with state and federal law, UCA Sections 53A-11-801 and 76-2-401(3), and AAI policy on corporal punishment.

**GANG RELATED ACTIVITY:**

A. AAI administrators and other AAI personnel designated by the administration shall have authority to identify student behavior as gang-related and may be allowed under AAI policy to treat such designated behavior as imminently dangerous to students and
staff and follow the procedures outlined under Section V of this policy for disciplining students involved in gang-related activities.

B. In disciplining students under gang-related provisions, AAI administrators shall act consistently with and be sensitive to Constitutional protections of freedom of expression and freedom of association.

C. Students and parents/legal guardians should be given notice that courts have determined that the parameters of freedom of expression and freedom of association in a public AAI setting are different than in society generally.

D. Indices of gang-related behavior or association may include, but are not limited to:

1. advocating or promoting a gang or any gang-related activities;
2. marking AAI property, books, or AAI work with gang names, slogans, or signs;
3. conducting gang initiations;
4. threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang-related activity;
5. aiding or abetting an activity described under Subsections (2)(f)(i) through (iv) by a person's presence or support;
6. displaying or wearing common gang apparel, common dress, or identifying signs or symbols on one's clothing, person, or personal property that is disruptive to the AAI environment; and
7. communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.; or
8. any combination of the preceding indices or activities.
02-108—Traffic and Arrival and Departure Policy
AAI administration shall develop traffic plans for student arrival and departure to ensure safe and efficient pickup and drop-off of students at AAI, shall ensure that the plans are distributed in handbooks to students and parents, and shall enforce compliance by parents and students as appropriate.

02-109—Emergency Response Policy
American Academy of Innovation shall comply with R277-400 and UCA 53A-3-402 regarding the development and practice of a comprehensive Emergency Response Plan. Administration shall develop, practice, and execute the plan, which shall provide for all provisions of R277-400, including prevention, intervention, and response measures and shall prepare staff and students to respond promptly and appropriately to AAI emergencies.

The development of the plan shall include review by a committee made up of appropriate AAI and community representatives which may include administrators, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel.

This policy and the AAI plan shall be reviewed by the Board at least every three years.
03—Students

03-101—AAI Fees and Waivers

I. Board Policy

Pursuant to action taken by the State Legislature and subsequent rulings on that action by the State Board of Education, American Academy of Innovation has created (1) an official fee policy, and (2) a fee waiver guideline.

The Board delegates to the Administration of American Academy of Innovation the responsibility of administering this policy.

Please see current school year fee schedule for up to date fees.

03-102—Attendance Policy

Regular attendance is required by law and is a major key to students’ success. Frequent absence of students from day-to-day classroom instruction disrupts the learning process. A quality education requires a continuity of instruction, class participation, learning experience, and study. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by after-AAI instruction or make-up work.

American Academy of Innovation makes every effort, within the following guidelines, to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend AAI regularly.

Guidelines

1. Students are expected to be in attendance every AAI day in order to receive maximum benefit from their education experiences.
2. Parents or guardians have primary responsibility for regular student attendance at AAI, although students also share in this responsibility. Parents or guardians are expected to ensure that their children attend AAI regularly and arrive on time as well.
3. Administrators shall work cooperatively with students, parents or guardians, teachers, and staff to improve student attendance. Administrators shall use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.
4. Administrators will notify a parent or guardian as well as the involved student concerning possible consequences for excessive absenteeism, including academic consequences or District Court referral. Notification will be in the form of state mandated truancy letters, phone calls, or conferences, or disciplinary meetings. Habitual truant citations may be issued to students consistent with Section 53A-11-101.7.
5. A student will be considered “truant” if that student has missed AAI at least five (5) times without a valid excuse or, in other words, for reasons other than those authorized
under AAI policy. A student will be considered “habitually truant” if that student is twelve (12) years of age or older and has missed AAI at least ten (10) times without a valid excuse.

6. Administrators will meet with AAI-age minors and their parents or guardians to resolve disputes whenever parents or guardians contest notices of truancy, the designation of absences as “unexcused,” or the implementation of academic or disciplinary consequences due to absences. Unresolved disputes may be appealed to the Board of Trustees.

7. Parents must notify the AAI Director in advance of legitimate absences so that the absence is not designated “unexcused” (absences due to illness and emergency are an exception).

8. An “unexcused absence” is a student’s absence from AAI for reasons other than a reason acceptable to the student’s parent or guardian, submitted to the AAI in writing.

9. Students may be legitimately absent from class because of an “excused absence.” An absence is designated as “excused” for illness, medical and dental appointments that cannot be reasonably scheduled after AAI, unusual opportunities for educational experiences beyond the classroom (pre-approved), family events such as reunions, weddings, religious events, and the like.

10. An absence will also be designated as “excused” when such an absence is consistent with student’s IEP, Section 504 Accommodation Plan, even if it falls outside the regular “excused” absence category according to general AAI policy.

11. Whenever possible, a student anticipating an excused absence should contact the teacher in advance of the absence in order to acquire guidance for study and work while absent.

12. If a student has been legitimately absent from class, he/she must contact the teacher regarding make-up work when he/she returns (a younger student may utilize the help of a parent or guardian in this process).

13. If a student must leave AAI during the AAI day, parents or guardians must telephone the office to confirm an early checkout prior to the student’s departure during the AAI day. The student must check out with the main office and there record his/her name, indicate the reason for early departure, and indicate the time of early departure.

14. The Administration will notify teachers in advance of excused or unexcused absences for which the AAI has been given notice.

15. Classroom teachers are required to record and verify daily student attendance. Classroom teachers will notify the Administration if a student’s attendance is irregular or excessive (more than two consecutive or more than five total), or if the absence seems to be “unexcused” or inexplicable.

16. Individual teachers will, in accordance with AAI policy, develop grading and credit guidelines that promote attendance, class participation, and academic achievement.

17. Individual teachers will, in accordance with AAI policy, record tardiness and report the excessive tardiness of any student to the Administration. At the discretion of the AAI Director, excessive student tardiness will receive academic and/or disciplinary consequences in accordance with AAI policy.

18. The Administration and individual teachers shall develop attendance plans and procedures that comply with state and board policies. The plan and procedures shall
include:
   a. Responsibilities for students, parents, classroom teachers, and AAI administrators,
   b. Procedures for managing attendance issues, i.e., illness, check in/out, AAI activity absences, etc.,
   c. An acceptable range of AAI and teacher consequences for unexcused absences and tardiness; and
   d. Guidelines for making up work.

19. The Attendance Policy shall be available for review by parents or interested parties. The Administration and the Board of Trustees shall review attendance data and the Attendance Policy annually in order to consider revisions to the policy in an effort to encourage student attendance.
03-103—Enrollment Policy

Statement of Disclosure

American Academy of Innovation is a public charter AAI open to all Utah students without discrimination and on the same basis as other public AAI's. American Academy of Innovation will consider the application of any student who submits a timely application. American Academy of Innovation does not discriminate on the basis of race, religion, gender, ability, ethnicity, socio-economic status, proficiency in English, or national origin. Admissions, enrollment, and transfer procedures comply with Utah Code 53A-1a506.5 which governs such processes in the State of Utah. American Academy of Innovation charges no tuition and only those fees allowed by law.

Enrollment

American Academy of Innovation enrolls current students first for any new AAI year, and then conducts a lottery or lotteries when the number of students making application to the AAI exceeds the enrollment capacity in any grade, class, or program within the AAI.

Any student who has been expelled from any school, including AAI, during the preceding 12 months will be denied enrollment, pending Director’s discretion. (Utah State Code 53A-11-904(3)).

Preferences

While the lottery selects students at random, preference is given to the following individuals in any lottery consistent with applicable state and federal law:

- Children of faculty and staff
- Children of members of the Board of Trustees
- Siblings of currently enrolled students
  - Sibling preference is granted beginning with the highest available grade and moving down. If preference is granted to a sibling, that student is placed in the next available slot on appropriate grade list following “children of founding parents” and “children of teacher” status students. Sibling preference is in place only while the first-placed student remains enrolled. If the first-placed student, who qualified siblings for preferential enrollment, is withdrawn before October 1, any siblings will lose sibling preference and move back into their place in the lottery.

Lottery

If a lottery is necessary, it will begin on the date posted on the AAI Calendar. Notifications regarding placement will be sent via email according to posted dates. If subsequent lottery
drawings are required, dates will be posted and announced to the public in a timely manner.

The lottery will first choose the highest grade applicants and proceed down the grades through the lowest, giving preference to the first drawn names and then to the siblings of those first drawn. The lottery will also determine the priority list position for all other applicants at specified grade levels. Applications for admission received after a scheduled lottery will be considered in the following lottery.

The priority list established by the lottery will remain throughout the AAI year, but applicants must indicate their intent to keep their application active by sending or emailing the AAI a letter of intent each January. Applicants who have been accepted through the lottery must send written confirmation and submit all state and AAI required enrollment forms in accordance with posted instructions and deadlines in order to maintain their placement status.

**Dual Enrollment**
American Academy of Innovation offers dual enrollment to students who desire to be simultaneously enrolled at American Academy of Innovation as well as a home-school or a regularly established private school under the following conditions:

- The student will have a minimum attendance at American Academy of Innovation of three quarters (3/4) of the weekly instructional time, including instruction in Math and Language;

- The parent provides a written request with a rationale for released time away from American Academy of Innovation, and receives authorization from the Administrative Director; and

- If the student is a special education student, the IEP team will meet to determine an appropriate IEP.

If the student will attend American Academy of Innovation less than three quarters (3/4) of the weekly instructional time, the parent shall withdraw their student from American Academy of Innovation and either enroll in a private AAI or return to their local AAI and district to complete the procedures for formal home AAI status per *Utah Code 53A-11-102(2)(a).*
I. Purpose
Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by AAI. AAI is committed to providing all students with a safe and civil AAI environment in which all members of the AAI community are treated with dignity and respect.

To that end, AAI has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in AAI. AAI officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or AAI activities, including violent altercations, or a significant interference with a student’s educational performance and involvement in AAI activities.

If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a AAI employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

II. Definitions
A. "Bullying" means a AAI employee or student intentionally committing a written, verbal, or physical act against a AAI employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

1. causing physical or emotional harm to the AAI employee or student;
2. causing damage to the AAI employee’s or student's property;
3. placing the AAI employee or student in reasonable fear of:
4. harm to the AAI employee’s or student's physical or emotional well-being; or
   a) damage to the AAI employee’s or student’s property;
   b) creating a hostile, threatening, humiliating, or abusive educational environment due to:
      (i) the pervasiveness, persistence, or severity of the actions; or
(ii) a power differential between the bully and the target; or

c) substantially interfering with a student having a safe AAI environment that is necessary to facilitate educational performance, opportunities, or benefits.

6. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

7. In addition to the above, AAI considers bullying to be aggressive behavior that:

   a. is intended to cause distress and harm;

   b. exists in a relationship in which there is an imbalance of power and strength; and

   c. is repeated over time.

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

C. "Cyberbullying" means:

   1. using the Internet, a cell phone, or another device to

   2. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual,

   3. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

D. "Federally protected class" means any group protected from discrimination under federal law.

   1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.

   2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.


   4. Other areas included under these acts include religion, gender identity, and sexual
orientation.

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

F. "Hazing" means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a AAI employee or student;
   a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
   b. involves consumption of any food, liquor, drug, or other substance;
   c. involves other physical activity that endangers the physical health and safety of a AAI employee or student; or
   d. involves physically obstructing a AAI employee's or student's freedom to move; and

2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any AAI or AAI sponsored team, organization, program, or event; or

3. if the person committing the act against a AAI employee or student knew that the AAI employee or student is a member of, or candidate for, membership with a AAI, or AAI sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

4. The conduct described in Subsection “F” constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

G. “Parent” means a student’s guardian.

H. “Retaliation” means an act of communication intended:

1. as retribution against a person for reporting bullying, cyberbullying, harassment, or hazing; or
2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.

I. "AAI" means any public elementary or secondary AAI or charter AAI

J. "AAI employee" means:
   1. AAI teachers;
   2. AAI staff;
   3. AAI administrators; and
   4. all others employed, directly or indirectly, by the AAI.

K. “Volunteer” means a person on the approved Volunteer List who is working at the AAI under the supervision of AAI staff.

III. Prohibitions
A. No AAI employee or student may engage in bullying or harassing a AAI employee or student:
   1. on AAI property;
   2. at an AAI related or sponsored event;
   3. on AAI transportation;
   4. at an AAI transportation stop; or
   5. while the AAI employee or student is traveling to or from a location or event described above in Subsection A(1) – (4)

B. No AAI employee or student may engage in hazing or cyberbullying a AAI employee or student at any time or in any location.

C. No AAI employee or student may engage in retaliation against:
   1. a AAI employee;
   2. a student; or
   3. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation

D. No AAI employee or student may make a false allegation of bullying, harassing,
cyberbullying, hazing, or retaliation against a AAI employee or student.

E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

IV. Actions Required if Prohibited Acts are Reported
A. Each reported complaint will include:

1. name of complaining party;
2. name of offender (if known);
3. date and location of incident(s);
4. a statement describing the incident(s), including names of witnesses (if known).

B. Each reported violation of the prohibitions noted previously will be promptly investigated by a AAI administrator or an individual designated by a AAI administrator. A report of bullying, cyberbullying, hazing, harassment, and retaliation may be made anonymously, but AAI will not take formal disciplinary action based solely on an anonymous reports.

C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:

1. student suspension or removal from a AAI-sponsored team or activity including AAI sponsored transportation;
2. student suspension or expulsion from AAI or lesser disciplinary action;
3. employee suspension or termination for cause or lesser disciplinary action;
4. employee reassignment; or
5. other action against student or employee as appropriate.

D. The AAI will notify a parent if the parent’s student threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation.

1. AAI will produce and maintain a record that verifies that the parent was notified of the incident or threat.
2. AAI will not disclose the record described in D1 to anyone unauthorized to
receive it and will not use the record for purposes not allowed under the law.

E. Compliance with the Office for Civil Rights when Civil Rights Violations Occur:

1. Once AAI knows or reasonably should know of possible student-on-student bullying, cyber-bullying, harassment or hazing, the AAI must take immediate and appropriate action to investigate or otherwise determine what occurred.

2. If it is determined that the bullying, cyber-bullying, harassment or hazing occurred as a result of the student-victim’s membership in a protected class, AAI shall take prompt and effective steps reasonably calculated to:
   a. end the bullying, cyber-bullying, harassment, or hazing
   b. eliminate any hostile environment, and
   c. prevent its recurrence.

3. These duties are AAI’s responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the AAI to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.

F. Actions must also include, as appropriate:

1. procedures for protecting the victim and other involved individuals from being subjected to: a. further bullying, cyberbullying, harassment, or hazing, and b. retaliation for reporting the bullying, cyberbullying, harassment, or hazing.

2. prompt reporting to law enforcement of all acts of bullying, cyberbullying, harassment, hazing, or retaliation that constitute suspected criminal activity.

3. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, cyberbullying, harassment, hazing, retaliation that may be violations of student(s)’ or employee(s)’ civil rights.

4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.

5. procedures for providing due process rights under Section 53A-8-102 (licensed staff) and local employee discipline policies prior to employee discipline or Section 53A-11-903 and local policies (students) prior to long term (more than 10 day) student discipline.
V. Investigations
AAI will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. AAI will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the procedures below. It is AAI’s policy, in compliance with state and federal law, that students have a limited expectation of privacy on the AAI’s Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

VI. Training
A. All students, staff, and volunteers at AAI will receive annual training from a qualified professional regarding bullying, cyberbullying, harassment, hazing.

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

2. The AAI shall:
   a. distribute this policy annually to employees, parents, and students;
   b. require each employee, parent, and student to sign a statement annually acknowledging receipt of the policy; and
c. keep a copy of each signed statement

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

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

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

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

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

VII. Additional Notes
A. 53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) AAI administrators, (5) AAI staff, or (6) law enforcement agencies.

B. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.

C. A student assessment of the prevalence of bullying in AAI, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas, will be provided on a bi-annual basis.
D. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, hazing, or harassment incident creates a substantial disruption to the AAI environment, under Tinker v. Des Moines, AAI may take disciplinary action against the student who initiated the speech. Factors that AAI may consider in determining whether a substantial disruption has occurred are:

1. whether there is a verbal or physical confrontation over the incident at AAI;
2. whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;
3. whether any part of the speech that gave rise to the incident was repeated at AAI;
4. whether students are discussing the incident during class or if it otherwise is disrupting AAI work;
5. whether there is a widespread whispering campaign sparked by the off-campus incident that disrupts the AAI environment and students’ abilities to focus on AAI;
6. whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrators’ day to do so;
7. whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at AAI;
8. whether there is a negative effect on classroom activities as a result of the off-campus incident;
9. whether the speech was violent or whether there is a history of violence from the student/s who initiated the speech; (Note: true threats are not protected by the First Amendment if it advocates “imminent” violence or unlawful conduct. Thus, a message that threatens physical harm, even if it isn’t mean to be serious, may not be protected by the First Amendment and the person who utters such a message may be disciplined by AAI.)
The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to preserve order among the students and staff and to protect AAI property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about AAI property, or activities shall be dealt with in accordance with Academy policy and the law. (See Utah Code §53A-11-901)

The Administration shall take appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt AAI activities. This policy shall be administered according to the following guidelines.

A. Student Code of Conduct
   1. The AAI director shall develop a student code of conduct in cooperation with faculty, parents, and students. The AAI code of conduct shall be consistent with this policy and other AAI policies.
   2. A copy of the AAI policies and student code of conduct, as amended each year, shall be distributed to students and/or parents prior to or during the first week of AAI each year. Students enrolling after the beginning of the AAI year shall be provided a copy of the AAI policies and student code of conduct at the time of registration. Teachers will be given a copy of the student code of conduct prior to the beginning of the AAI year.

B. Dangerous or Disruptive Conduct: The following conduct is defined as "dangerous or disruptive conduct" and is prohibited on AAI property and at or traveling to AAI-sponsored activities.
   1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
   2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
      a. Possession or distribution of drugs or alcoholic beverages.
      b. Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
      c. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
      d. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to
students.
e. Theft/Larceny/Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
f. Criminal Mischief—willful or malicious injury or damage in excess to public property or to real or personal property belonging to another.
g. Battery—the unlawful and intentional touching or striking of another person against his or her will.
h. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
i. Vandalism—willfully defacing, cutting, marring, injuring, damaging, or losing AAI or staff property. Official grade transcripts and diplomas may be withheld until the student or the student’s parent(s)/guardian has paid for the damage or made appropriate restitution.
j. Gang-related Activity—dangerous or disruptive activity, which may include but is not necessarily limited to the following: (1) wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang; (2) using a name which is associated with or attributable to a gang; or (3) designating turf or an area for gang activities, occupation, or ownership.
k. Bullying—aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. (1) Physical bullying: hitting and/or punching (2) Verbal bullying: teasing or name calling (3) Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression (4) Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging
l. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal AAI proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt AAI proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene or pornographic materials.

3. Students with prior knowledge of dangerous or disruptive behavior have
the duty to report such behavior to AAI administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

C. Due Process Procedures and Disciplinary Action

Due process is an administrative procedure followed when continued attendance of a student is in question. Fairness and reasonableness in disciplinary actions are to be maintained in all proceedings.

1. The following disciplinary actions shall be taken in response to any serious violation which threatens or does harm to AAI property, to persons associated with the AAI, or their property, that involves the possession, control, use, or threatened use of a real or look-alike weapon, explosive, noxious or flammable material, with intent to intimidate another person or to disrupt normal AAI activities, regardless of where it occurs (USC §53A-11-904(1)(3)):
   a. Immediately suspend the student from AAI.
   b. As soon as possible following the incident, the AAI director or other administrator shall investigate and schedule a conference with the student and parent(s)/guardian.
   c. The parent(s)/guardian shall be notified of the student’s right to a due process hearing which shall be conducted according to the procedures outlined under item D. of this policy.
   d. The AAI director shall prepare a report for the Governing Board, which will review each instance of such action.

2. The following actions will be taken for other violations of this policy:
   a. Immediately remove the student from the scene of the violation.
   b. As soon as possible following the incident, a AAI administrator shall investigate and document the charges and schedule a conference with the student involved. At this conference, the student may be suspended pending the informal parent conference.
   c. If the issue cannot be immediately resolved, a AAI administrator shall invite the parent(s)/guardian to an informal conference where information can be presented on behalf of the student.
      1. (1) This informal conference shall take place at the first reasonable opportunity. In most instances this conference should take place within three AAI days of the incident.
      2. (2) At the informal conference the charges shall be explained and supporting evidence reviewed.
   d. Following the informal conference, a AAI administrator shall take appropriate disciplinary action which may include, but is not limited to, one or more of the following.

   INTERVENTIONS
   Referral to:
   (1) anger management/self-discipline classes;
   (2) court/law enforcement agency;
(3) AAI guidance specialist; or
(4) Division of Family Services, Child Protective Services or other agency.

SANCTIONS
(5) behavior contract;
(6) community or AAI service;
(7) in-AAI suspension;
(8) lunch/after-AAI detention;
(9) restitution for damage/harm;
(10) parent/guardian attending class with student (requires teacher permission).

REMOVAL
(11) short-term suspension less than or equal to 10 days
   a. 1-2 days suspension: makeup homework shall be made available to students upon return to AAI. Students will be given one week to complete the assignments and turn them in to the teacher.
   b. Three to less than or equal to 10 days suspension: parents can make arrangements for makeup work during the suspension period.

(12) students serving a suspension from AAI are prohibited from being on AAI property and participating in AAI-sponsored activities.

3. In accordance with state law, the AAI director may suspend a student for up to 10 AAI days.
   a. The parent(s)/guardian shall be notified of the right to appeal the decision to the Governing Board.
   b. Prior to suspension or expulsion for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not of such a violent or extreme nature that immediate removal is required, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in AAI (i.e., in-AAI suspension, parent or guardian attending classes, other alternatives)

4. A security or police officer may be invited to a due process hearing or any other phase of the student disciplinary action whenever a AAI administrator deems it necessary for safety.

5. The policy for student disciplinary action and due process shall apply to students with disabilities only to the extent permissible under the law.
   a. Students with disabilities are subject to expulsion imposed for violations involving fire arms, explosives, and flammable materials (real, look-alike or pretended).
   b. Students with disabilities who are studying under an Individual
Education Plan (IEP) may not be expelled or have their AAI placement changed without a hearing of the IEP committee except for violations involving weapons, drugs or serious bodily injury (consistent with the Individuals with Disabilities Education Act of 2004).

D. Right of Appeal
   1. A record of all expelled students shall be kept and a notation of the expulsion attached to the individual student's grade transcript.
   2. In accordance with state law, if a student is suspended or expelled from American Academy of Innovation for more than 10 AAI days, the parent(s)/guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion. Costs for educational services that are not provided by the AAI are the responsibility of the student's parent(s)/guardian.

E. Appeals to the Governing Board
   1. The final determination may be appealed to the Governing Board.
   2. A written appeal must be submitted to the Board Chair within 10 days of the day of suspension or expulsion.
   3. The Board shall review the determination, the evidence presented, and documents submitted by the student's family.
   4. The Board may affirm the determination, amend the determination, or affirm the determination in part and amend in part.
   5. The Board's written decision shall be issued within 21 working days of receipt of the student's written appeal.

F. Prohibited Discipline: American Academy of Innovation shall not use any form of the following forms of discipline:
   1. Corporal punishment
   2. Physical punishment of any kind
   3. Verbally abusive comments
   4. Any punishment that is demeaning
03-106—Withdrawal and Transfer

Definitions: Membership means a student is on the current roll of American Academy of Innovation.

A student is a member of a class or school from the date of entrance at the school until official removal from the class or school due to the student having left the school.

Withdrawn means a student has been officially removed from the school’s rolls and is no longer counted in the student membership.

General Provisions: Students already enrolled and attending American Academy of Innovation are automatically re-enrolled and counted in the school’s student membership for the following school year, unless they are appropriately withdrawn. In accordance with statute, the parent or guardian of a student may withdraw their student(s) from American Academy of Innovation for enrollment in another charter school or a school district by:

1. Submitting notice of intent to enroll their student(s) in the district of residence for the subsequent year to the student’s charter school no later than June 30 of the current school year

2. Submitting notice of intent to enroll their student(s) in another charter school for the subsequent school year to American Academy of Innovation, together with a letter of acceptance from the proposed charter school of attendance, no later than June 30 of the current school year, or

3. Obtaining approval from both American Academy of Innovation and the school district or charter school in which attendance is sought, if the parent desires to change their student(s)
enrollment during the current school year, or after June 30.

A student shall be automatically withdrawn from American Academy of Innovation after 10 consecutive days of unexcused absence. American Academy of Innovation shall make every reasonable effort to notify the parent or legal guardian prior to the student’s 10th day of absence to provide opportunity for correction of attendance, or to receive notification of enrollment in another charter or public school. Unless attendance is corrected, or provisions have been made for enrollment of the student in another school, American Academy of Innovation shall immediately notify the district of residence of the withdrawal, which shall enroll the withdrawn student in the resident district and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.

Upon the withdrawal of a student from American Academy of Innovation, the school may immediately enroll a new student from its list of applicants.

Withdrawal Checklist: Upon the withdrawal of a student from American Academy of Innovation, a Withdrawal Checklist Form may be filled out by a designated member of the office staff and signed by the parent/guardian to ensure that all school materials are returned and outstanding fees are settled, and that the parent/guardian has the same opportunity to collect their student’s personal belongings and reimbursable fees. Parents/guardians will also be afforded the opportunity to provide MA with input regarding the school through completion of an exit survey.

School Materials: All curriculum books, library books, and other materials belonging to American Academy of Innovation must be returned upon withdrawal. If items are unavailable at that time, arrangements must be made for their return to the school or reimburse the school at...
replacement cost.

Fees: All outstanding fees or reimbursement for any materials which are lost or damaged by the student are due upon withdrawal; fees which are eligible to be reimbursed to the student’s parent/guardian may be returned via U.S. Mail within a reasonable amount of time.

Personal Belongings: All personal belongings should be removed from the school at the time of withdrawal, however if timing is not convenient or does not allow for the parent/guardian to retrieve the student’s belongings, arrangements may be made to do so at a later date.

Feedback: Comments and suggestions, both positive and negative, are important to the school’s goal of continual improvement and service. We encourage all parents/guardians to provide honest and constructive communication on the exit survey.

Conduct: Staff and teachers will treat the student and parent/guardian with professionalism and respect at all times.

References:

Utah Annotated Code 53a-1a-506.5

State Board Administrative Rule R277-419-4

03-107—Graduation Requirements
Administration shall develop and implement procedures for graduation requirements and the granting of a diploma that are consistent with the AAI’s charter and state law and R277-705.
03-108—Student Dress Policy
American Academy of Innovation Dress Code

PURPOSE The aim of this policy is to foster a responsible and respectful attitude toward appropriate dress. The administration of American Academy of Innovation reserves the right to modify and interpret this policy as deemed necessary to determine disruptive and unsafe attire.

POLICY It is expected that all students dress with appropriate choices to ensure the educational process is not disrupted. Dressing for school means that you wear clothes in the manner they are intended to be worn. For the purpose of safety and continuity of the instructional program, we ask your cooperation in making American Academy of Innovation a positive learning environment. We ask that you keep the dress code policy in mind when purchasing school clothes. While at school or at any school-sponsored event, students shall be dressed and groomed in a manner that will neither adversely affect the instructional program nor violate reasonable and acceptable standards of cleanliness, safety, or appropriateness as judged by the Director and administration of American Academy of Innovation.

· All students shall wear clean clothing.

· Students shall wear clothes that are appropriate for school. Examples of items that would not be appropriate would be mini shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, or similar clothing. Clothing shall cover the midriff, underwear, backs, and chest at all times. Sleeveless tops with straps that are at least two fingers wide and follow the above guidelines, are allowed.

· Skirts, dresses and shorts must be at least mid-thigh length or longer when seated. Pants with holes are allowed as long as underwear is not showing and no skin shows through the holes above mid-thigh.

· Shoes shall be worn at all times to ensure personal safety and hygiene.

The following items are prohibited: Clothing or articles of clothing related to a group or gang which, in the judgment of the Director or staff, may provoke others to violence, disrupt school operations, or intimidate students and staff members, including, but not limited to: --Bandannas, hair nets --Pants worn below the waist (sagging) --Pants which do not fit without a belt --Pajamas --Sunglasses worn in the building --Hats of any kind, that cover any part of a students face, are not allowed within the building except as part of a staff approved activity, or for religious, or medical purposes --Hoods cannot be worn in the building. --Clothing with inappropriate messages (e.g. alcohol, drugs, guns, cigarettes,
sexually related, profane, obscene symbols/pictures). --Undergarments without appropriate outer clothing or outer clothing which exposes underclothing. --Swimming attire --Spiked collars, spiked wristbands, or other clothing, jewelry, or accessories that could pose a threat to student physical well-being and safety
03-108—Foreign Exchange Students

American Academy of Innovation recognizes the diverse and cultural advantages to enrolling students of a variety of backgrounds, ethnicities, and nationalities. Foreign Exchange students enrollment is limited each year through the State Office of Education lottery and may apply for admissions at American Academy of Innovation (53A-2-206) if properly sponsored and hosted by a foreign exchange placement company and with final approval from the Executive Director.
03-109—Student Privacy

American Academy of Innovation shall comply with confidentiality of student records as required under federal law, state law (UCA 53A-13-301 and 302) and under R277-487.

An employee, student aide, volunteer, third party contractor, or other agent of the AAI shall protect the privacy of a student, the student’s parents, and the student’s family and support parental involvement in the education of their children through compliance with the protections provided for family and student privacy under this part and the Family Educational Rights and Privacy Act and related provisions under 20 U.S.C. Secs. 1232g and 1232h, in the administration and operation of all public AAI programs, regardless of the source of funding.

Administration shall develop procedures to ensure that all provisions of student records privacy and security are maintained. Administration is prohibited from administering to a student any psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation without the prior written consent (consistent with 53A-13-301(4)) of the student’s parent or legal guardian, in which the purpose or evident intended effect is to cause the student to reveal information, whether the information is personally identifiable or not, concerning the student’s or any family member’s:

(a) political affiliations or, except as provided under Section 53A-13-101.1 or rules of the State Board of Education, political philosophies;

(b) mental or psychological problems;

(c) sexual behavior, orientation, or attitudes;

(d) illegal, anti-social, self-incriminating, or demeaning behavior;

(e) critical appraisals of individuals with whom the student or family member has close family relationships;

(f) religious affiliations or beliefs;

(g) legally recognized privileged and analogous relationships, such as those with lawyers,
medical personnel, or ministers; and

(h) income, except as required by law.

This policy does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected against disclosure under this section.
03-110—Social Networking Policy
See American Academy of Innovation Technology Policy
03-111—Technology and Network Protection Policy
Please see AAI Technology Policy

03-112—Head Injury Policy
In compliance with Utah State Board of Education Rule R277-614 Quail Run Primary AAI has established this Head Injury and Concussion Policy to provide education about concussion for coaches, AAI personnel, parents, and students. This policy outlines procedures for staff to follow in managing concussions, and outlines AAI policy as it pertains to return to play issues following a concussion.

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

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

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

Non-Policy tools and procedures

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

Common signs and symptoms of sports-related concussion

Signs (observed by others):

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

*Symptoms* (reported by student):

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

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

**Management and Referral Guidelines for All Staff**

1) The following situations indicate a medical emergency:

   a) Any student with a witnessed loss of consciousness (LOC) of any duration should be
spine boarded and transported immediately to nearest emergency department via emergency vehicle.

b) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.

c) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.

1. Deterioration of neurological function
2. Decreasing level of consciousness
3. Decrease or irregularity in respirations
4. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
5. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
6. Seizure activity

2) A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student’s primary care provider, or seek care at the nearest emergency department, on the day of the injury.

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

Recognize concussion

a) All educators and agents of the AAI should become familiar with the signs and symptoms of concussion that are described above.

b) Educators and agents of AAI shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees’ responsibilities for supervising students and athletes.

Remove from activity

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

1. The agent of AAI is responsible for notifying the student’s parent(s) of the injury.
   a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
   b. A medical evaluation is required before returning to play.

2. In the event that a student’s parent(s) cannot be reached, and the student is able to be sent home (rather than directly to medical treatment):
   a. The AAI agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
   b. The AAI agent should continue efforts to reach a parent.
   c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A AAI agent should accompany the student and remain with the student until a parent arrives.
   d. The AAI agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
   (1) Asymptomatic at rest and with exertion (including mental exertion in AAI) AND
   (2) have written clearance from the student’s primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by an AAI agent. If AAI does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

4. Stepwise progression as described below:

   (1) Complete cognitive rest. This may include staying home from AAI or limiting AAI hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

   (2) Return to AAI full-time.

   (3) Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.

   (4) Running in the gym or on the field. No helmet or other equipment.

   (5) Non-contact training drills in full equipment. Weight training can begin.

   (6) Full contact practice or training.

   (7) Play in game. Must be cleared by physician before returning to play.

2) The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

**Potential Problem Areas**

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

AAI administration will not allow students clearly having concussion symptoms to return
to play even if given clearance by a health care provider.
03-113—Administration of Medication to Students

The Board recognizes that some students need to receive medication during the AAI day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with Utah Code §53A-11-601.

The Administration authorizes the following guidelines for administering medication to students.

Guidelines

A. AAI personnel may administer prescription medication or nonprescription medication to a student during the regular AAI day only when the medication has been prescribed by the student's physician, dentist, nurse practitioner, or physician assistant and the AAI Director receives:
   1. A current, written request that medication be administered during regular AAI hours signed by the student's parent or legal guardian, and
   2. A current, written statement signed by the prescriber of the medication that includes the following:
      a. A statement that administration of medication by AAI employees during periods when the student is under the control of the AAI is medically necessary, and
      b. A statement that describes the method, amount, time schedule for administration, and duration of the treatment.

B. The parent request and prescriber's statement must be resubmitted at the beginning of each AAI year the medication is continued, and as medication is prescribed or changed. The AAI may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) AAI days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year.

C. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.

D. Oral, topical, and inhalant medication, opiate antagonists, or injectable epinephrine may be administered by assigned AAI personnel in compliance with applicable law.

E. All medication that is to be given at AAI must be furnished by the parent or guardian and delivered to the AAI by a responsible adult, except as otherwise allowed by law.

F. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.

G. Nonprescription medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in
the statement signed by the prescriber.

H. All medication provided to the AAI must be kept under lock and key.

I. AAI personnel who are assigned to administer student medication shall receive appropriate training.

J. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at AAI. The person administering the medication must initial the record each time medication is given.

K. Authorization for administration of medication by AAI personnel may be withdrawn by the AAI director after consultation with the AAI nurse at any time following actual notice to the student’s parent or guardian.

L. AAI personnel who administer medication to students in substantial compliance with the prescriber's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or the AAI's discontinuing the administration of the medication under these guidelines.

M. Elementary students are not to carry or self-administer medication on AAI premises unless it is expressly ordered by the prescriber and authorized by the parent. Secondary students may possess and self-administer over-the-counter or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi-dose containers.

N. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the AAI after this time should be destroyed.

O. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of applicable policy.

P. Sunscreen and Lip Balm are not considered medication.
03-114—Electronic Devices on Campus
Please see American Academy of Innovation Technology Policy

03-115—Extra Curricular Activities and AAI Clubs
Administration shall ensure that students have a range of extracurricular activities and clubs in which to participate if they choose, consistent with the AAI’s charter and state law.

Participation in extracurricular activities at students’ boundary AAI
Administration shall ensure that American Academy of Innovation procedures allow students to participate in extracurricular activities at students’ District AAI of Residence consistent with R277-494.

American Academy of Innovation shall pay any non-waived participation fees for such student participation.

03-116—Reciprocity of Credits
A. American Academy of Innovation shall accept all credits or coursework from AAIs and supplemental education providers accredited by the Northwest Accreditation Commission, properly authorized public AAIs both in and out of Utah, and accredited distance learning AAIs consistent with R277-705:
   a. American Academy of Innovation accepts credits and grades awarded to students from AAIs or providers accredited by the Northwest Accreditation Commission or approved by the Utah State Board of Education without alteration.
   b. Timely documentation is required for transfer students of all credits requested for acceptance
B. American Academy of Innovation may accept credit from non-accredited sources, coursework or education providers consistent with R277-705 upon satisfactory demonstration that:
   a. Satisfaction of coursework by demonstrated competency, as evaluated at American Academy of Innovation;
   b. Review of student work or projects by administrators; and
   c. Satisfaction of electronic or correspondence coursework, as approved administration.
C. The AAI director has the final decision-making authority for the awarding of credit and grades from non-accredited sources consistent with state law, due process, and R277-705.

03-117—Student Transportation
The administration shall develop procedures that ensure that when students are transported by employees, volunteers, or transportation firms under a contract with the
AAI, such transportation is done in compliance with applicable laws, protects the AAI from unnecessary liability, and ensures appropriate levels of student safety.

Any party that transports students on behalf of the AAI shall have adequate insurance. Volunteers and employees of the AAI that transport students on behalf of the AAI shall complete a defensive driving course prior to transporting students and shall complete said course at least every two years.

All vehicles owned by the AAI, and any transportation system operated by the AAI, shall comply with R277-601, and administration shall develop procedures for such operations consistent with that rule.

03-118—Special Education
See separate Special Education Procedures document.

03-119—Education of Homeless Students
Administration shall develop and implement procedures to ensure that homeless students who apply to attend American Academy of Innovation (consistent with the AAI’s enrollment and lottery policies) may immediately enroll with full participation even if they are unable to produce records which may include medical records, birth certificates, AAI records, or proof of residency normally required for enrollment, consistent with R277-616.

03-120—Student Search Policy
In order to ensure student safety and protect individual student rights, administration shall develop and implement procedures related to the search of student property. Procedures shall provide:

● That a search may only occur upon reasonable suspicion that student safety is at risk or that a student is in possession of an item or items prohibited by AAI safety or discipline policy, such as controlled substances or weapons;

● That students are protected from unreasonable intrusion;

● That faculty and staff are appropriately trained in the fair and consistent implementation of student search procedures.

03-121—Concurrent Enrollment
Administration shall develop and implement procedures consistent with R277-713 regarding concurrent enrollment courses, standards, and enrollment to provide a challenging college-level and productive secondary AAI experience, particularly in the senior year, and to provide transition courses that can be applied to post-secondary education.

The procedures shall ensure that:
● an appropriate assessment shall be administered to the student prior to participation in all concurrent mathematics and English courses
● Each student participating in the concurrent enrollment program shall have a current student education/occupation plan (SEOP) on file at the participating AAI, as required under Section 53A-1a-106(2)(b).
● Advice and information shall be provided to a prospective or current high AAI student who participates in the concurrent enrollment program consistent with Section 53A-15-101. Advising shall include providing information on general education requirements at USHE institutions and assisting students or parents to efficiently choose concurrent enrollment courses to avoid duplication and excess credit hours.
● Secondary students may be assessed a one-time per institution admissions fee required for full-time or part-time students in concurrent enrollment courses. No additional application fee may be charged.
● A secondary student may be charged partial tuition up to $30 per credit hour for each concurrent enrollment course for which the student receives college credit. A student shall receive high AAI credit for a concurrent enrollment course that is consistent with the policies for awarding credit for graduation.
● Funding received under the program shall be spent consistent with the intent and requirements of the program.

03-122—Dissemination of Information About Juvenile Offenders
A. The dissemination of any information about students’ juvenile offenses or charges shall be consistent with FERPA and GRAMA, including applicable time periods and protection of confidential information.

B. Only the AAI Director and teachers who have instructional or activity oversight of the student shall have authority to receive confidential information about students’ juvenile offenses or charges.

C. A dispute regarding the dissemination of information shall be decided in favor of a student’s rights to privacy, except in the event of apparent imminent danger to persons or property.

03-123—Statewide Online Education Program
American Academy of Innovation shall facilitate student enrollment in the Statewide Online Education Program established under UCA 53A-15-1201 through 53A-15-1217 with any and all eligible Providers selected by eligible students consistent with course credit limits.

Administration shall develop and implement procedures consistent with this policy.
03-124—Alternative Language Services
Services will be offered to students identified as those who qualify for such services.
04—Administration and Operations

04-101—Religious Freedom Policy

1. PURPOSE AND PHILOSOPHY

1.1 American Academy of Innovation promotes mutual understanding and respect for the interests and rights of all individuals regarding their beliefs, values, and customs. Specifically, it is the AAI’s purpose to have a policy that:

1.2 Fosters knowledge and understanding about, and sensitivity toward, religious differences and the role of religion in a diverse, contemporary society;

1.3 Allows student and employee religious expression and freedom of speech within the parameters of existing state and federal law;

1.4 Supports a climate of academic freedom in which religious ideas and organizations can be discussed in an objective way, for their educational value, with emphasis on the impact of religions on history, literature, art, music, morality, and other key social institutions;

1.5 Requires official neutrality on the part of teachers, administrators, other AAI employees, and volunteers regarding religious activity when acting in their official capacities;

1.6 Promotes constructive dialogue between AAI’s and community regarding religion; and

1.7 Encourages educators and all members of the AAI community to engage in persistent efforts to eliminate prejudice, build trust, work toward consensus, and resolve disputes over religious issues in AAI’s promptly, equitably, sensitively, and with civility at the local level.

2 POLICY

2.1 It is AAI policy to comply with existing state and federal law regarding religion and religious expression in public AAI’s. Specifically, it is AAI policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain official neutrality regarding sectarian religious issues; the AAI will neither advance nor inhibit religion.

2.2 It is also AAI policy to take all reasonable steps to resolve disputes over religious issues in AAI’s promptly, equitably, and with civility.
3 STUDENT EXPRESSION OF PERSONAL RELIGIOUS BELIEFS OR VIEWS

3.1 Non-discrimination: American Academy of Innovation will not forbid students acting on their own from expressing their personal religious views or beliefs solely because they are of a religious nature and will may not discriminate against private religious expression by students, but will instead give students the same right to engage in religious activity and discussion as they have to engage in other comparable activity.

3.2 Freedom to act: While the freedom to believe is absolute, the freedom to act on a belief is not. In order to claim a violation of the Free Exercise protections of the First Amendment and this policy, a person must show that his or her actions 1) are motivated by a sincere religious belief, and 2) have been substantially burdened by AAI officials or the AAI.

3.3 Least restrictive means: If an individual can show that his or her actions are motivated by a sincere religious belief and have been substantially burdened by AAI officials or the AAI, AAI officials can still regulate the conduct if they have a compelling interest and pursue such interest in the manner least restrictive of the individual’s religion.

3.4 Student religious expression during discretionary time: Free exercise of religious practices or freedom of speech by students during discretionary time shall not be denied unless the conduct or speech unreasonably interferes with the ability of AAI officials to maintain order and discipline, violates AAI rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety appropriate to the AAI setting.

3.4.1 Student conduct or speech of a personal religious nature that may not be prohibited unless it violates the standards above, includes, but is not limited to:

3.4.1.1 [a] Reading the Bible or other scriptures;

3.4.1.2 [b] Saying grace;

3.4.1.3 [c] Praying with friends in cafeterias, hallways, around flagpoles, or at athletic contests and other extracurricular activities;

3.4.1.4 [d] Discussing religious views with other students, or
attempts to persuade peers about religious topics, as long as the persuasive speech does not constitute harassment.

3.5 **Organized prayer groups and religious clubs:** Students may organize prayer groups, religious clubs, and other gatherings before and after AAI to the same extent that students are permitted to organize other noncurricular student activity groups and clubs. Such groups and clubs must be given the same access to AAI facilities for assembling as is given to other noncurricular groups, without discrimination because of the religious content of their expressions.

3.6 **Student religious expression during instructional time:** Students participating in AAI sponsored learning activities shall not be prohibited from expressing personal religious beliefs or be penalized for so doing, unless the expression unreasonably interferes with the ability of AAI officials to maintain order and discipline, violates AAI rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety appropriate to the AAI setting.

3.6.1 Student religious conduct or expression that may not be prohibited in homework, classroom discussions, presentations, assignments, or AAI sponsored activities, unless it violates the standards above, includes but is not limited to:

3.6.1.1 [a] Submitting homework, artwork, or other assignments with religious content;

3.6.1.2 [b] Giving class presentations with religious content that are relevant to the curriculum and matter being discussed;

3.6.1.3 [c] Making religious remarks or asking questions about religion in the ordinary course of classroom discussion;

3.6.1.4 [d] Asking questions of students or AAI employees regarding their religious beliefs or views.

3.6.2 Teachers and other AAI officials should evaluate homework and classroom work with religious content consistent with ordinary academic standards of substance and relevance, as well as other legitimate pedagogical concerns.
3.6.3 When responding to a student’s question about an employee’s personal religious beliefs or views, the employee must maintain official neutrality and be careful not to advocate or encourage acceptance of his/her religious belief or perspective (see section 8.2 of this policy).

4 RELIGIOUS CLOTHING AND APPAREL

4.1 Because dress is a form of individual expression, any prohibition or regulation of religious clothing or apparel must be consistent with the AAI dress and uniform standard (including standards for “free dress days,” done in the least restrictive manner possible to accomplish AAI and AAI objectives of maintaining a safe and orderly AAI environment.

4.2 AAI officials should also be sensitive and appropriately accommodate students who request not to wear certain gym clothes that they regard, on religious grounds, as immodest.

5 MOMENT OF SILENCE IN CLASSROOMS

5.1 In accordance with Utah law, teachers may provide for the observance of a period of silence in the classroom each AAI day. However, teachers and other AAI officials must maintain official neutrality by neither encouraging nor discouraging prayer nor other religious exercise during the moment of silence.

5.2 Under AAI policy teachers and other AAI officials may not organize, endorse, or encourage prayer exercises in the classroom. Teachers and other AAI officials must supervise during this time.

6 EXTRA-CURRICULAR ACTIVITIES

6.1 Moment of silence: Students may elect to hold a moment of silence as part of graduation or other extracurricular ceremonies or activities. A moment of silence may only be initiated and conducted by students, and shall not be used as a forum for vocal prayer or other religious exercise, but rather as an opportunity for those in attendance to participate in a quiet moment according to the dictates of their own conscience. During a moment of silence and all other religious activities associated with graduation, AAI officials shall maintain official neutrality.

6.2 Prayers by non-students prohibited at athletic contests and other extra-curricular events: Consistent with the general policy on AAI-sanctioned
prayers, it is AAI policy to prohibit prayers initiated or led by coaches, parents, clergy, or other non-students prior to, during, or after athletic contests and other extra-curricular events. Students may pray together at such events consistent with the guidance outlined in Section 5.1 of this policy. Coaches, administrators, and other AAI officials may be present during student prayers to supervise, but should in no way participate in or encourage prayer exercises. AAI officials should take steps to prevent any activity from being coercive or harassing.

7 DISTRIBUTION OF RELIGIOUS MATERIALS ON AAI GROUNDS

7.1 Non-AAI sponsored organizations and non-students may only distribute literature or other materials in AAI facilities or on AAI grounds in accordance with reasonable time, place, and manner restrictions imposed by the AAI.

7.2 Students may distribute literature unrelated to AAI curriculum or activities only at reasonable times, places, and manners designated by the AAI.

7.3 Religious tracts, books, or literature may not be singled out for special regulation or prohibition based on content, but is subject to reasonable time, place and manner restrictions imposed by the AAI on other non-AAI related literature.

8 EMPLOYEE EXPRESSION OF PERSONAL RELIGIOUS BELIEFS

8.1 Official neutrality: All employees of American Academy of Innovation must maintain strict neutrality when acting in their official capacities. An employee’s rights relating to voluntary religious practices and freedom of speech do not include proselytizing of any student regarding atheistic, agnostic, sectarian, religious, or denominational doctrine while the employee is acting in the employee’s official capacity, nor may an employee attempt to use his or her position to influence a student regarding the student’s religious beliefs or lack thereof.

8.2 Response to questions: If a student asks an employee about that employee’s personal religious beliefs, the employee may choose not to respond out of professional respect for the student’s freedom of conscience or personal beliefs. However, while acting in an official capacity, an employee may respond in an appropriate and restrained manner to a spontaneous question from a student regarding the employee’s personal religious beliefs or perspectives. Because of the special position of trust held by AAI employees, employees may
not advocate or encourage acceptance of specific religious beliefs or perspectives; but may, by exercising due caution, explain or define personal religious beliefs or perspectives.

8.3 **Reasonable accommodation:** It is AAI policy to reasonably accommodate an employee’s or prospective employee’s religious dress, observance or practice whenever such accommodation can be made without undue hardship on the conduct of the AAI’s business.

9 **VOLUNTEERS**

9.1 The AAI prohibits discrimination on the basis of religion against any group or individual desiring to volunteer at AAI.

9.2 Volunteers must maintain strict neutrality regarding religion while performing volunteer work for the AAI.

9.3 Volunteers are prohibited from engaging in proselyting activities or recruiting activities of any type on AAI grounds or in conjunction with any AAI activity, and must strictly follow the directions given them by AAI officials.

9.4 Religious apparel is permissible if it is required by a person’s religion, is part of the person’s ordinary work dress and would not be disruptive of the AAI environment and does not contain a proselytizing message.

9.5 Volunteers, including those from religious organizations, serving in the AAI’s, and interacting directly with students on a regular basis, shall wear a AAI approved volunteer name tag containing the individual’s first and last name, and shall sign a form acknowledging that they understand and will abide by the provisions of this policy.

9.6 AAI officials are responsible to monitor the behavior and interactions of volunteers while they are serving in AAI or participating in AAI activities. Volunteers who fail to comply with the provisions of this policy shall be asked to leave the AAI or activity. Ultimate responsibility for enforcement of this policy rests with the Director.

10 **RELIGION IN THE CURRICULUM**

10.1 **Teaching about religion:** Religious instruction is the responsibility of parents and religious institutions, but teaching about religion and beliefs of conscience is a legitimate and appropriate part of a complete academic education on the elementary and secondary levels.
10.2 **Instructional practices:** To ensure that the educational approach to religion is one of academic instruction, not of indoctrination, and that it does not unduly favor religion over non-religion, teachers and AAI officials shall adhere to the following guidelines:

10.2.1 Study or presentations about religion or other beliefs of conscience must achieve academic educational objectives, and be presented in a balanced manner within the context of the approved curriculum.

10.2.2 AAI’s approach to religion must be academic, not devotional.

10.2.3 Students may be exposed to any and all religious views and beliefs of conscience, but they should not be coerced to accept any particular view or belief.

10.2.4 The objective study of comparative religions is permissible, but no religious text, belief, or denomination may be given inappropriate emphasis; the AAI may educate about all religions, but may not promote or denigrate any religion or belief of conscience.

10.2.5 Students should be taught to understand a variety of beliefs, and to respect the rights of all people, including the rights of individuals or groups with whom the students may disagree. Teaching about religion and beliefs of conscience should emphasize the role of religion and beliefs of conscience in history and culture, and the importance of religious liberty as a cornerstone of a democratic society.

10.3 **Privacy:** In accordance with federal and state Family Educational Rights and Privacy laws, AAI officials shall not solicit private information or explanations from students about their personal religious affiliations, beliefs, or practices, without first obtaining proper parental consent.

11 **RELIGIOUS MUSIC**

11.1 **Religious music in AAIIs:** Seasonally appropriate and sacred religious music may be performed in AAIIs, if presented in a balanced, prudent, and objective manner.

11.1.1 Music should be selected on the basis of its musical quality and educational value rather than its religious content.
11.1.2 Music performances must achieve secular educational objectives, and be presented in a balanced manner within the context of the approved curriculum.

11.1.3 Teachers should use good judgment and be especially sensitive to the feelings of students who might wish not to participate for religious reasons, and should explore all reasonable alternatives in resolving a student's objection before offering or granting a waiver of participation.

11.2 Performances at religious services: No AAI employee or student may be required to attend or participate in any religious service, whether in an individual capacity or as a member of a performing group, regardless of where or when the service is held. No penalty may be assessed for failure to attend or perform in such an activity.

11.2.1 Students may voluntarily attend and perform during a religious service as individuals or as members of a group, provided all arrangements are made by students or non-AAI adults.

11.3 Performances in church-owned facilities: Unless granted an appropriate waiver, students who are members of performing groups such as AAI choirs may be required to rehearse or otherwise perform in a church-owned or operated facility if the following conditions are met:

11.3.1 The performance is not part of a religious service;

11.3.2 The activity of which the performance is a part is neither intended to further a religious objective nor under the direction of a church official; and

11.3.3 The activity is open to the general public.

11.4 Visits to church-owned facilities: Unless granted an appropriate waiver, students may be required to visit church-owned facilities when religious services are not being conducted if the visit is intended solely for the purpose of pursuing permissible educational objective such as those relating to art, music, architecture or history.

12 RELIGIOUS HOLIDAYS

12.1 No celebration: Religious and civic holiday such as Easter, Passover, Rosh Hashanah, Yom Kippur, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and
Ramadan, offer opportunities to teach about a variety of religious traditions and beliefs of conscience during the AAI year.

12.2 **Other holidays:** Activities and discussions related to cultural holidays such as Valentine’s Day, St. Patrick’s Day, and Halloween should be academic in nature. Because these holidays may be viewed by some parents as having religious connotations, requests for excusal in AAI activities associated with these holidays should be routinely granted.

12.3 **Parties:** Class parties associated with seasonal holidays are appropriate insofar as they are consistent with the approved curriculum. However, consistent with the AAI’s goal of maximizing instructional time, such parties must not unduly interfere with regular academic activities.

12.4 **Teaching about holidays:** The significance of holidays, whether religious or secular, may be explained or discussed in an objective manner as part of regular classroom instruction or as questions from students arise, so as to promote a better understanding among all students.

13 **RELIGIOUS SYMBOLS**

13.1 **During holidays:** The display of religious symbols that are part of religious holidays is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural heritage of the holiday, and are temporary in nature. Such holidays include, but are not limited to: Christmas, Kwanzaa, Hanukkah, Ramadan, Easter, Passover, Valentine’s Day, St. Patrick’s Day, Thanksgiving, and Halloween.

13.2 **Diversity of symbols:** If any religious symbol is to be part of a display, the AAI will allow for other religious, cultural or ethnic symbols.

14 **WAIVERS OF PARTICIPATION**

14.1 **Rights of individuals:** While the AAI acknowledges its obligation to be sensitive and fair toward the personal rights and beliefs of all individuals, merely exposing students to ideas that may offend the religion does not amount to a substantial burden on their religious exercise. Furthermore, it is unconstitutional to allow one person’s or one group’s religion to determine the curriculum for all others. Consequently, it is AAI policy to accommodate the legitimate objections of individuals by granting waivers of participation when requested or when no other reasonable alternative is possible.
14.2 A parent, a legal guardian of a student may request a waiver of participation in any portion of the curriculum or AAI activity which the requesting party believes to be an infringement upon a right of conscience or the exercise of religious freedom in any of the following ways:

14.2.1 It would require participation in a practice that would be offensive to or substantially burdensome on a religion;

14.2.2 It would require participation in a practice forbidden by a religious belief or practice, or right of conscience; or

14.2.3 It would bar participation in a practice required by a religious belief or practice, or right of conscience.

14.3 A claimed infringement must rise to a level of belief that the AAI requirement violates a superior duty which is more than personal preference.

14.4 A parent, guardian, or secondary student requesting a waiver of participation may also suggest an alternative to the AAI requirement or activity that requires reasonably equivalent performance by the student.

14.5 In responding to a request for a waiver, AAI may:

14.5.1 Waive participation by the student in the objectionable curriculum or activity, with no penalty;

14.5.2 Provide a reasonable alternative as suggested by the parent or secondary student, or other reasonable alternative developed in consultation with the requesting party, that will achieve the objectives of the portion of the curriculum or activity for which waiver is sought; or

14.5.3 Deny the request.

14.6 A request for waiver shall not be denied unless AAI officials determine that requiring the participation of the student is the least restrictive means necessary to achieve a compelling AAI interest.

14.7 In responding to a request for waiver, the AAI shall not require a student to accept a substandard or educationally deficient alternative.

14.8 If any portion of any curriculum or activity is repeatedly alleged to interfere with the rights of conscience or exercise of religious freedom of students,
parents or legal guardians, such curriculum or activity shall be evaluated by the AAI and AAI Curriculum Department to determine whether the educational objectives could be achieved by less intrusive means.

15 RELEASED TIME FOR RELIGIOUS INSTRUCTION

15.1 General rule: American Academy of Innovation may permit the release of students during AAI hours for attendance at religious classes taught by religious teachers on private property, but not on public AAI premises.

15.2 Religious classes shall not be held in AAI buildings or on AAI property in any way that permits public money or property to be applied to, or that requires public employees to become entangled with, any religious worship, exercise, or instruction.

15.3 Students shall attend released-time classes during the AAI day only upon the written request and permission of the student’s parent or legal guardian.

15.4 Because public AAIIs have a legitimate interest in knowing where their students are during AAI hours, released-time personnel may transmit regular attendance reports to the public AAI. However, AAI personnel may not become entangled with released-time programs by gathering or compiling attendance reports from released-time programs.

15.5 Teachers of released-time classes are not to be considered members of the AAI faculty or too participate as faculty members in any AAI function.

15.6 Schedules of classes shall not include released-time classes. At the convenience of the AAI, registration forms may contain a space indicating “released-time” designation. Scheduling shall be done on forms and supplies furnished by the religious institution and by personnel employed or engaged by the institution and shall occur off AAI premises.

15.7 Teachers, administrators, or other officials shall not request teachers of released-time classes to exercise functions or assume responsibilities for the public AAI program which would result in a commingling of the activities of the two institutions.

15.8 AAI equipment or personnel shall not be used in any manner to assist in the conduct of released-time classes. No connection of bells, telephones, or other devices shall be made between public AAI buildings and institutions offering religious instruction except as a convenience to the public AAI in the operation.
of its own program. When any connection of devices is permitted, the pro-rata costs shall be borne by the respective institutions.

15.9 Institutions offering religious instruction shall be regarded as private AAIs completely separate and apart from American Academy of Innovation.
04-102—Parent Involvement
American Academy of Innovation regards parental involvement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the AAI in helping their children achieve academic success.

American Academy of Innovation will involve parents in the development of its academic plans.

- The district will invite parents to participate in the development of the AAI plan for at-risk students. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.
- Parents will review information, attend scheduled meetings and give input into the development of the plan.
- The Board will give final approval of the plan.

American Academy of Innovation will involve parents in the process of AAI review and improvement.

- Share overall achievement data with parents.
- Invite input from parents regarding AAI academic goals.
- Discuss scientifically-based research instructional practices.
- Give direction in securing research-based curriculum materials that align with goals.

American Academy of Innovation will provide coordination and technical assistance to promote quality parental involvement activities.

- Twice during the year, AAI leadership will include parental involvement discussions to maximize coordination and effective use of resources.
- Provide annual training to AAI administrators and teachers on effective parent involvement strategies.
- Schedule an annual parent involvement seminar to build effective parental involvement strategies.

American Academy of Innovation will coordinate parental involvement strategies with other programs.

- Representatives from other programs will be encouraged to cosponsor the annual parent involvement seminar with Title I.
- Faculty and staff who have responsibility for overseeing parental involvement activities will meet at least twice a year to discuss plans and coordinate efforts.
American Academy of Innovation will conduct an annual parental involvement evaluation.

- Each year, local AAI Community Councils will be asked to provide feedback on the quality of involvement opportunities and provide input on how the AAI might improve support for parental involvement.
- Parents will be encouraged to complete a survey that will elicit feedback on current activities and request input for future efforts.
- At the beginning of the new AAI year, the AAI will provide a summary of the parental survey with its plans to address identified needs and recommendations.

American Academy of Innovation will involve parents in a variety of AAI activities.

- The director will report annually on parental involvement in at-risk and other programs.
- In the annual training for administrators and teachers, the AAI will share identified successful parental involvement activities with volunteer committees.
- The Director will annually report to the board how used Title I funds were used to support effective parent involvement strategies.
04-103—Title I Compact

PARENT/GUARDIAN RESPONSIBILITIES
*I want my child to achieve therefore I will:*

- Make certain my child attends AAI regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child’s teacher to ensure his/her academic success.
- Support the AAI and staff in maintaining proper discipline.
- Encourage positive attitudes toward AAI.
- Volunteer in my child’s classroom as appropriate.
- Review information and work sent home and respond as necessary.

STUDENT RESPONSIBILITIES
*It is important that I learn, therefore I will:*

- Attend AAI regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to AAI each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and AAI.
- Follow all AAI rules.
- Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES
*It is important that my student achieve, therefore I will:*

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

ADMINISTRATION RESPONSIBILITIES
*I support this compact therefore I will:*

- Provide an equitable learning environment for all children.
- Encourage the staff to provide parents with information about the total AAI program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.
● Schedule annual parent-teacher conferences for parents of children to attend.
● Provide reasonable parent access to staff members.
● Provide a variety of opportunities for parents to volunteer in their child’s classroom.
● If needed and reasonable, provide parents opportunities to observe classroom activities.
04-105—Disposal of Textbooks
Prior to the disposal of textbooks, American Academy of Innovation shall:

- Notify LEAs of available textbooks and timelines for disposal of textbooks.
- Provide procedures for negotiating the exchange of the textbooks.

04-106—Firearm Safety in AAI
Consistent with R277-611, American Academy of Innovation’s administration may allow volunteers to instruct students or community members in firearm safety, with prior notice to the board and parents and students. If such instruction is allowed, administration shall implement procedures consistent with R277-611 to ensure that materials and instructors are approved in advance consistent with rule.
05-102—Volunteers

American Academy of Innovation recognizes that volunteers are a vital part of the success of our charter AAI. "When parents are involved in their children's education at home, they do better in school. And when parents are involved in school, children go farther in school and the schools they go to are better (A New Generation of Evidence: The Family Is Critical to Student Achievement).” Volunteers are welcome and encouraged in all aspects of AAI operation to ensure that parents and the larger AAI community are connected to the AAI and to reduce the cost of labor at AAI.

AAI requests that all families contribute 30 hours per school year (total per family, NOT per enrolled student) in volunteer hours. Additionally, every $10 you spend on donated food or items to the school counts as one volunteer hour. You can also “buy” volunteer hours at the rate of $10 per volunteer hour if you need to.

Volunteers shall agree to:

- Sign in and out at the front office, get a Visitor's badge and wear it during the time in the building volunteering.
- Authorization for AAI to perform a criminal background check (required for all volunteers that have significant unsupervised access to students)
- A statement of confidentiality requirements

AAI administration shall ensure that these agreements are kept on file for each volunteer, and shall ensure that a list of authorized volunteers is kept at the AAI at all times. Administration shall ensure that all volunteers who perform work on behalf of the AAI are properly authorized.
Volunteer Scope of Work and Confidentiality and Property Acknowledgement

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

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

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

The below named “Volunteer” acknowledges that he or she understands that he or she may have access to or become aware of confidential information that is protected by law. Volunteer agrees that he or she will not disclose: any trade secrets, enrollment lists, drawings, designs, information regarding product development, marketing plans, sales plans, manufacturing plans, operating policies or manuals, business plans, financial records, or other financial, commercial, business, or any other information relating to AMERICAN ACADEMY OF INNOVATION or AMERICAN ACADEMY OF INNOVATION’s parties, including students, parents, employees, and contractors, collectively referred to as Confidential Information, to any third party. Volunteer may have the use and control of AMERICAN ACADEMY OF INNOVATION property, including supplies, equipment, records, use of the AAI facility, intellectual property, passwords, data, and any other AMERICAN ACADEMY OF INNOVATION property, tangible or intangible. Volunteer agrees to surrender any and all AAI property upon AMERICAN ACADEMY OF INNOVATION’s written or verbal request. Volunteer also consents to a criminal background check to be performed by the AAI, and will provide the following information to facilitate the process. AMERICAN ACADEMY OF INNOVATION will keep confidential all personal information obtained for this purpose.
Holidays
AAI holidays include federal or state holidays, fall, winter or spring breaks and other days designated as AAI holidays on AAI’s annual calendar. Part-time or hourly employees do not receive compensation on holidays of any kind. Administrative employees may be required to work holidays as determined by their supervisor or the AAI director/principal and as outlined in Compensation Agreements. Operations, maintenance and custodial employees are required to work most AAI holidays and break periods.

Emergency Closings and Severe Weather
In the event that the AAI closes due to severe weather conditions or another reason, employees will not be required to report to work. Full time salaried employees will be paid for that day and it will not be counted as a vacation day. Hourly and/or part-time employees will not be compensated on days when the AAI is closed due to severe weather or other conditions. Every effort will be made to contact employees in the event of closure due to weather directly and through local media.
05-116—Employee Social Networking

In general, the AAI respects an employee’s decision to use social networking, for example Facebook, LinkedIn, MySpace, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! mail and the like (Social Networking or Social Media) on personal time. Personal use of social media should be reserved for break times and meal periods.

Participating in social media provides public access by all members of the AAI family, including co-workers, AAI Administration, staff and families within the AAI community. Moreover, by utilizing social media via the AAI’s electronic assets of technology, computers or internet access, employees are providing the AAI with access to their social media and therefore agree that an employee’s actions to access social media from the AAI’s electronic assets of technology, computers or internet access constitutes the employee’s understanding that the employee has no expectation in privacy in the social media and consents that the AAI may access the employee’s social media at the AAI’s discretion and the AAI may review materials that may be resident on the social media, including passwords, text messages, tweets, email communications, other documents and pictures that are sent to employees or reviewed by employees on the social media.

Employees must exercise care to ensure that they are not viewed as representatives of the AAI and that they do not imply that they are speaking on behalf of the AAI. To the extent employees are posting comments to social media outside the scope of their employment responsibilities, including an on-line forum, such as a blog, employees may not include any client or AAI trade secret or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of the AAI. Employees should refrain from posting derogatory information about the AAI or the AAI Community on any such sites and proceed with any grievances or complaints through the regular channels.

American Academy of Innovation recognizes that participation in some forums or social networks might be important to the performance of an employee’s job. For instance, an employee might find a helpful idea for academic lessons by consulting members of a news group devoted to education. Employees may not post to any on-line forums using any official AAI e-mail address or providing any AAI telephone number or extension. Employees may not utilize any of the AAI’s logos, drawings, trademarks, copyrights or other images or photographs of the AAI or typically associated with the AAI in conjunction with such activities. Employee participation in such forums is a personal choice of the individual and all commentaries are authored by the individual and are not official statements of the AAI. Commentary made by employees on such forums must always reflect positively on the AAI.
Employees who maintain a presence on social media sites or services can be disciplined by the AAI, up to and including termination of employment if their social networking activities interfere with their ability to fulfill their role as an educator having care or custody over children, including being a role model to youth. While the AAI does not seek to prohibit an individual from expressing their beliefs or opinions, or to interfere with an employee’s personal life, a career choice as a role model with care or custody over children warrants a level of personal propriety and decency that if compromised publicly, may result in disciplinary action up to and including termination of employment with the AAI.

Employees of the AAI who participate in social networking personally may not “Friend” (or “friend” equivalent) students or former students who are minors. Employees, including teachers may not allow students to access their personal social network or social media profile, information or site. With the express written permission by the AAI Director or Principal, purposeful, professional, (exclusively educational) Educational Social Networking (ESN) sites or profiles may be established by Teachers for the use of students and AAI Administrators. Other AAI employees are not authorized to create ESN social media sites or profiles. Teachers shall only allow students to access ESN sites if the site is completely professional and only contains appropriate information for instructional purposes. Teachers shall “Friend” (or Friend equivalent) the AAI Director or Principal (and assigns) and/or Board members (Admin) and any other person in the AAI community desiring access and may not “Unfriend” (or Unfriend equivalent) Admin while they are employed at the AAI and the ESN site remains active. Teachers shall not disclose anyone’s personal information, discuss or post photos of students, colleagues, Administration or the Board on social networking sites without the direct written permission of parents or legal guardians AND the AAI Director or Principal.
06—Instruction

06-101—Standardized Test Administration Policy

1. PURPOSE & PHILOSOPHY

To ensure that student progress is accurately measured through standardized achievement tests, the Board of Trustees recognizes the AAI’s responsibility to implement standardized testing procedures in accordance with state and federal laws. Information from such student standardized testing may be used by the AAI and teachers as an additional tool to plan, measure, and evaluate the effectiveness of the educational program.

2. GUIDELINES AND PROCEDURES

It shall be the responsibility of the AAI Director to establish specific guidelines and procedures which personnel shall follow when administering standardized student tests, in accordance with state and federal laws.

2.1 It is the responsibility of all educators to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, or basic skills of each individual student taking standardized tests.

2.2 All teachers and administrators shall be provided in-service training concerning these guidelines and procedures; including teacher responsibility for test security and proper professional practices each AAI year.

2.3 The AAI shall administer mandated tests in compliance with established AAI and USOE calendars.

3. SECURITY

It shall be the responsibility of the AAI director to oversee the security of all testing materials while at the AAI.

3.1 All test booklets, administration manuals, and answer sheets shall be secured before and after the test administration.

3.2 No copies of test booklets or answer sheets shall be made.

3.3 All test materials shall be secure in a central location before and after the testing window. Access to the secured materials shall be restricted to authorized personnel.

3.4 The confidentially of tests, testing materials, and answer sheets shall be maintained by all AAI personnel.
4. STANDARDIZED TESTING PROTOCOL

AAI personnel shall conduct test preparation, test administration, and the return of all secure test materials in strict accordance with this policy, administrative procedure, Utah Board of Education rules, and state application of federal requirements for funding.

4.1 All standardized tests shall be conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise.

4.2 AAI personnel shall not:

4.2.1 provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to administration;

4.2.2 copy, print, or make any facsimile of testing material prior to test administration without express permission of the specific test publisher, including the Utah State Office of Education (USOE);

4.2.3 alter, change or amend any student answer sheet or other standardized test materials at any time in such a way as to alter the student's intended response;

4.2.4 use any prior form of any standardized test in test preparation without express permission of the test publisher, including USOE;

4.2.5 violate any specific test administration procedure or guidelines specified in the test administration manual;

4.2.6 knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores of any individual student, class, or AAI.

5. ASSESSMENT RESULTS

5.1 Results of an individual student's standardized tests shall be shared with the student and parent/guardian.

5.2 Results of an individual student's standardized tests shall not be considered in determining a student's academic grade for the appropriate course or grade.

6. STUDENTS WITH DISABILITIES

All students with disabilities shall participate in standardized testing as outlined in USOE
Testing Policy “Requirement for Participation of Utah Student with Special Needs in the Utah Performance Assessment System for Students (U-PASS).”
06-102—Health and Human Sexuality Education

American Academy of Innovation shall require all newly hired or newly assigned educators with responsibility for any aspect of human sexuality instruction to attend state-sponsored professional development outlining the human sexuality curriculum and the criteria for human sexuality instruction in any courses offered at the AAI.

The AAI shall provide training consistent with R277-474-5A at least once during every three years of employment for Utah educators.

The Administration shall convene a curriculum materials review committees (committee) as follows:

A. The committee shall be organized consistent with R277-474-1B.
B. The committee shall review and approve all guest speakers and guest presenters and their respective materials relating to human sexuality instruction in any course and maturation education prior to their presentations.
C. The committee shall not authorize the use of any human sexuality instructional program or maturation education program not previously approved by the Board, approved consistent with R277-474-6, or approved under Section 53A-13-101(1)(c)(ii).
D. Administration shall report educators who willfully violate the provisions of this rule to the Commission for investigation and possible discipline.
E. The AAI shall use the common parental notification form or a form that satisfies all criteria of the law and Board rules, and comply with timelines approved by the Board.
F. Administration shall develop a logging and tracking system of parental and community complaints and comments resulting from student participation in human sexuality instruction, to include the disposition of the complaints, and provide that information to the USOE upon request.

If a student is exempted from course material required by the Board-approved Core Curriculum, the parent shall take responsibility, in cooperation with the teacher and the AAI, for the student learning the required course material consistent with Sections 53A-13-101.2(1), (2) and (3).

Any materials that are used in Human Sexuality instruction shall comply with the criteria of
Section 53A-13-101(1)(c)(iii) and:

(1) shall be medically accurate as defined in R277-474-1G.
(2) shall be available for reasonable review opportunities to parents/guardians of students prior to consideration for adoption.
(3) shall be approved by the board.

C. The AAI shall comply with the reporting requirement of Section 53A-13-101(1)(c)(iii)(D). The report shall include:

(1) a copy of the human sexuality instructional materials and maturation education materials not approved by the Instructional Materials Commission that the local board or local charter board seeks to adopt;

(2) documentation of the materials’ adoption in a public board meeting;

(3) documentation that the materials or program meets the medically accurate criteria of R277-474-1G;

(4) documentation of the recommendation of the materials by the committee; and

D. The board’s adoption process for human sexuality instructional materials and maturation education materials shall be available for review annually.
06-103—Comprehensive Counseling Policy
American Academy of Innovation shall comply with provisions of R277-462. Administration shall develop procedures to ensure that the AAI offers a Comprehensive Counseling and Guidance Program that:

- Meets the criteria for comprehensive counseling in R277-462(3)
- Meets the criteria for College and Career readiness in R277-462(4)
- Meets student to counselor ratios in R277-462(5)
- Appropriately uses funds consistent with R277-462(6)
- Makes all reports necessary and required under R277-462(7).
06-104—Acceleration and Retention

Early Graduation

Students and parents considering early graduation must first meet with a school counselor at the start of their graduating year and there discuss a plan for Early Graduation and discuss the student’s educational plan.

Retained Seniors

A student requesting to remain enrolled at Paradigm High School beyond 4 years must receive authorization from school administration and meet criteria found in Utah Code R277-419-1: means a student beyond the general compulsory education age who is authorized at the discretion of the LEA to remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

(1) sickness;

(2) hospitalization;

(3) pending court investigation or action or both; or

(4) other extenuating circumstances beyond the control of the student.

06-105—Media Use in Classrooms

The Board recognizes that videos and multimedia presentations can be an important part of classroom instruction, adding variety and helping students see ideas and concepts in several ways. The board also recognizes that the best way for students to learn is to have information presented in several ways guided by excellent teachers and supplemented with student-completed exercises that apply concepts taught. The board therefore adopts the following policy relating to the use of videos in class.

Videos and other multimedia should be used sparingly and must be approved by administration prior to being shown to students. Administration will ensure that videos are appropriate for the age of the audience, short, relevant to the subject and specific lesson taught, and connected to a student-completed exercise. Permission slips must be signed by parents for any video that is not intended as exclusively educational.
06-106—Grading Policy

Grading Scale

90-100 - A - (4)
80-89 - B - (3)
70-79 - C - (2)
60-69 - D - (1)
59 and below - F - (0)

Grading Policy

Student’s grade will be determined through Practice (10% of total grade), Projects (30% of total grade), and Skills Mastery (60% of total grade). Individual rubrics for assignments will be distributed at the beginning of projects.

Late Work Policy

Assignments are expected to be turned in on the date that they are due. Late work will be accepted, however there will be points deducted for each day it is late. If there are extenuating circumstances, students will be required to make special arrangements with the individual teacher, and this will be granted on a case by case basis.

06-107—Student Education Plans

Administration shall develop, in consultation with AAI personnel, parents, and AAI community, procedures to ensure effective implementation of student education plans/student education occupation plans (SEPs/SEOPs) consistent with Section 53A-1a-106(2)(b).

06-108—Classroom Supplies Appropriation

American Academy of Innovation shall comply with R277-459 regarding the use and distribution of legislative appropriations for the purchase of classroom supplies and shall develop procedures consistent with law and rule.
07—Finances

See separate finance policies document.