

	21-22 School Year		22-23 School Year			
	Enrolled August 2021	Enrolled May 2022	Enrolled July 2022	Enrolled August 2022	2022-23 Target	Current Waitlist
Kindergarten	92	92	97	91	95	0
1st Grade	101	103	103	101	100	1
2nd Grade	103	102	108	107	104	7
3rd Grade	108	110	111	111	110	0
4th Grade	109	110	115	114	110	12
5th Grade	113	120	125	123	116	15
6th Grade	130	128	145	144	135	0
7th Grade	125	139	133	128	135	0
8th Grade	128	127	124	115	135	0
9th Grade	68	62	87	81	90	0
Total	1077	1093	1148	1115	1130	35
Updated 8/22/22						

Vista School Profit & Loss Budget Overview July 2022

	Jul 22	Less Construction	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1000 · Local Revenue	43,450.37	43,450.37	17,318.33	26,132.04	250.89%
3000 · State Revenue	933,381.58	896,143.54	976,767.41	-43,385.83	95.56%
4000 · Federal Revenue	153,995.62	0.00	0.00	153,995.62	100.0%
Total Income	1,130,827.57	939,593.91	994,085.74	136,741.83	113.76%
Gross Profit	1,130,827.57	939,593.91	994,085.74	136,741.83	113.76%
Expense					
10 · INSTRUCTION	341,050.59	341,050.59	165,041.36	176,009.23	206.65%
21 · STUDENT SUPPORT SERVICES	59,285.98	59,285.98	17,885.00	41,400.98	331.48%
22 · SUPPORT SERV. INSTR. STAFF	646.43	646.43	1,885.89	-1,239.46	34.28%
23 · SUPPORT SERVICES-BOARD	0.00	0.00	0.00	0.00	0.0%
24 · SUPPORT SERV. ADMINISTRATION	35,142.04	35,142.04	22,590.97	12,551.07	155.56%
25 · SUPPORT SERV. CENTRAL	29,483.69	29,483.69	10,940.82	18,542.87	269.48%
26 · SUPPORT SERV. OPER. & MAINT.	16,965.15	16,965.15	17,802.55	-837.40	95.3%
27 · STUDENT TRANSPORTATION	0.00	0.00	1,364.39	-1,364.39	0.0%
31 · FOOD SERVICES LUNCH	1,156.77	1,156.77	3,322.16	-2,165.39	34.82%
33 · After School Program	1,122.00	1,122.00	5,825.64	-4,703.64	19.26%
45 · BLDG AQUISITION & CONSTRUCTION	1,814,137.85	7,092.00	61,633.41	1,752,504.44	2,943.43%
51 · Debt Service	12,048,437.50	2,000.00	0.00	12,048,437.50	100.0%
Total Expense	14,347,428.00	493,944.65	308,292.19	14,039,135.81	4,653.84%
Net Ordinary Income	-13,216,600.43	445,649.26	685,793.55	-13,902,393.98	-1,927.2%
Net Income	-13,216,600.43	445,649.26	685,793.55	-13,902,393.98	-1,927.2%
Period 13 FY2022 Income					
-State	37,238.04				
-Federal	153,995.62				
Less FY22	191,233.66				
2012 Bond					
-Interest	376,437.50				
-Principal	11,670,000.00				
	12,046,437.50				

Strategic Plan for Vista School 2022-2025

Current Levels

At the end of 2021-2022, Vista School was exceeding the state average in 3 out of 6 grade levels on the math RISE assessment. See RISE Data Sheet for more specifics.

Vista School had 67% of its students progressing from “below benchmark” to “at or above benchmark” according to the Dibels assessment.

Vista School had approximately 70% of students passing all of their classes in grades 6-9 according to final quarter grade reports.

Formalized processes of evaluation are needed for non-academic programs to evaluate effectiveness.

School Goals

GOAL 1 - By the end of the 2024-2025 school year, Vista School will outperform the state average on the RISE math assessment in 5 out of 6 grade levels.

- 1- By the end of the 2022-2023 school year, Vista School will outperform the state average in 5th grade math.
- 2- By the end of the 2023-2024 school year, Vista School will outperform the state average in 4th grade math.

Action Plan

1-Vista School will administer a benchmark assessment three times per year to monitor student growth.

2-Vista School will increase time on task in 4th and 5th grade math to 90 minutes per day.

3-Vista School will start an intervention program in 1st-6th grade math classes.

4-Vista School will teach test taking strategies and review testing tools throughout the year.

GOAL 2 - By the end of the 2024-2025 school year, in grades K-3, Vista School will have 80% of its students move from “below benchmark” to “at or above benchmark” according to the Dibels assessment.

- 1- By the end of the 2022-2023 school year, Vista School will have 72% of students progress from “below benchmark” to “at or above benchmark” according to the Dibels assessment.
- 2- By the end of the 2023-2024 school year, Vista School will have 76% of students progress from “below benchmark” to “at or above benchmark” according to the Dibels assessment.

Action Plan

- 1-Vista School will continue to run interventions in 1-5 grade and add interventions in Kindergarten.
 - 2-Each grade level team will meet weekly with administration to set a goal for the year and monitor progress.
-

GOAL 3 - By the end of the 2024-2025 school year, Vista School will have 85% of students in 6-9 grade pass all of their classes (with at least 70%) in 3 out of 4 quarters.

- 1- By the end of the 2022-2023 school year, 75% of 6-9 graders will pass all of their classes.
- 2- By the end of the 2023-2024 school year, 80% of 6-9 graders will pass all of their classes.

Action Plan

- 1-Vista School will provide an academic support class for students who are struggling to keep up on their grades.
 - 2-Vista School will focus on assessments in the classroom with teachers so students can demonstrate mastery.
 - 3-Vista School will have a theme that focuses on what it takes to be a good learner
-

GOAL 4 - By the end of the 2024-2025 school year, Vista School's technology and performing arts departments will have a formalized process of evaluating students to ensure progress and mastery are being met in each program.

Action Plan

- 1-The technology and performing arts departments will develop and finalize GVCs in each program.
- 2-The departments will develop common formative assessments to monitor and measure progress.
- 3-The departments will use this data to determine program effectiveness and placement of higher level classes.

Personal Goals for 2022-2023

School Security

By the end of the 2022-2023 school year, Mr. Barnum will increase student safety by forming a school safety team that will work on a variety of safety measures.

- 1-Be compliant on state policies by drafting an emergency preparedness and response policy.
- 2-Be compliant with the state by drafting a reunification plan for Vista School.
- 3-Have exterior doors locked at all times.
- 4-Have monthly emergency drills as a school to practice for emergencies.
- 5-Introduce key fobs to staff and initiate mag locks on exterior doors.
- 6-update emergency binders in each classroom.
- 7-increase relationship with SCIPD by having them come to Vista School more often

School Culture

By the end of the 2022-2023 school year, Mr. Barnum will increase school culture as measured by an end of year survey given to all staff.

- 1-Have a school theme.
- 2-Have a focused teaching standard that is incorporated in all meetings.
- 3-Have quarterly goals for students.
- 4-Monthly staff recognition
- 5-Quarterly part time staff meetings

New Building

By the end of the 2022-2023 school year, Vista School will have the expansion complete.

- 1-Meet bi-monthly with Hughes Construction
- 2-Walk through the expansion frequently to make sure it's getting done.
- 3-Budget so that we can provide FF&E for the expansion building.
- 4-Have an open house when new building is done.
- 5-Heavily communicate with staff about progress of expansion.

Conduct and Appropriate Behavior Policy

1. PURPOSE

Vista School is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus, that foster an effective, non-disruptive and safe learning environment.

2. POLICY

2.1. Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.

2.1.1. Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.

2.1.2. A staff member may not subject a student to any form of abuse including but not limited to:

- physical abuse;
- verbal abuse;
- sexual abuse; or
- mental abuse.

2.1.3. A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.

2.1.4. A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:

- viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
- sexual battery; or
- sexual assault.

2.1.5. Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.

2.1.6. A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.

2.1.7. A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.

2.1.8. Staff member use of electronic devices and social media (although this is discouraged) to communicate with students must be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.

2.1.9. A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.

2.1.10. A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.

2.2. Vista School recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.

2.3. Conduct prohibited by this policy is considered a violation of this policy regardless of whether the student may have consented.

3. PROCEDURE

3.1. DEFINITIONS

3.1.1. "Boundary violation" means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment. A "boundary violation" may include the following, depending on the circumstances:

- isolated, one-on-one interactions with a student out of the line of sight of others;
- meeting with a student in rooms with covered or blocked windows;
- telling risqué jokes to, or in the presence of a student;
- employing favoritism to a student;
- giving gifts to individual students;
- staff member initiated frontal hugging or other uninvited touching;

- photographing an individual student for a non-educational purpose or use;
- engaging in inappropriate or unprofessional contact outside of educational program activities;
- exchanging personal email or phone numbers with a student for a non-educational purpose or use;
- interacting privately with a student through social media, computer, or handheld devices; and
- discussing an employee's personal life or personal issues with a student.

"Boundary violation" does not include:

- offering praise, encouragement, or acknowledgment;
- offering rewards available to all who achieve;
- asking permission to touch for necessary purposes;
- giving a pat on the back or a shoulder;
- giving a side hug;
- giving a handshake or high five;
- offering warmth and kindness;
- utilizing public social media alerts to groups of students and parents; or
- contact permitted by an IEP or 504 plan.

3.1.2. "Grooming" means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.

3.1.3. "Sexual conduct" includes any sexual contact or communication between a staff member and a student including but not limited to:

3.1.4. "Sexual abuse" means the criminal conduct described in Utah Code §76-5- 404.1(2) and includes, regardless of the gender of any participant:

- touching the anus, buttocks, pubic area, or genitalia of a student;
- touching the breast of a female student; or
- otherwise taking indecent liberties with a student;
- with the intent to:

- cause substantial emotional or bodily pain; or
- arouse or gratify the sexual desire of any individual.

3.1.5. “Sexual battery” means the criminal conduct described in Utah Code §76-9-702.1 and includes intentionally touching, whether or not through clothing, the anus, buttocks, or any part of the genitals of a student, or the breast of a female student, and the actor’s conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the student touched; or a staff member and student sharing any sexually explicit or lewd communication, image, or photograph.

3.1.6. “Staff member” means an employee, contractor, or volunteer with unsupervised access to students.

3.1.7. “Student” means a child under the age of 18 or over the age of 18 if still enrolled in a public secondary school.

3.2. REPORTING

3.2.1. A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator’s supervisor.

3.2.2. In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A-4a-403:

3.2.2.1. A staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator.

3.2.2.2. A school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform the Executive Director of the reported abuse; and

3.2.2.3. If the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the Executive Director shall immediately report that information to the Utah Professional Practices Advisory Commission;

3.2.2.4. A person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.

3.2.3. A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student’s school administrator.

3.2.4. Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary action.

3.3. TRAINING

3.3.1. Within 10 days of beginning employment with Vista School, a staff member shall receive training (through employee handbook) regarding this policy and shall acknowledge in writing having received training and understanding the policy by signing the employee handbook.

3.3.2. Staff members employed by Vista School at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy by reviewing and signing the employee handbook.

3.4. VIOLATIONS

A staff member found in violation of this policy will be subject to disciplinary action.

School Board Approved:

Criminal Background Check and Reporting of Arrests Policy

1. Purpose:

The purpose of this policy is to protect the safety, health, and security, of Vista School students, employees, and property. Further, this policy is intended to ensure that all students of Vista School are instructed and served by public school teachers and employees who have not violated laws that would endanger students in any way.

2. Policy Criminal Background Checks:

2.1. Individuals Subject to Background Checks

2.1.1. Potential employees must submit to a criminal background check and ongoing monitoring as a condition for employment or appointment.

2.1.2. Volunteers with significant unsupervised access to a student in connection with the volunteer's assignment must submit to a criminal background check and ongoing monitoring as a condition of service. Until the background check is complete, the volunteer must remain under the supervised observation of a Vista School employee.

2.1.3. A representative (individual, employee, and/or agent) of company or organization having established an arrangement or agreement with Vista School to provide services to the school (such as food service vendors with casual access to students), or services with direct student access must submit to a Vista School conducted criminal background check and ongoing monitoring. The organization or representative shall pay the cost of the background check. The arrangement of the organization or company shall include a provision for Vista School to require the representative to sign a release enabling Vista School to perform the check. Information obtained from the check may be used as a basis to refuse access of the representative to Vista School, or student, at the sole discretion of the school. Failure to comply with this provision shall be basis for termination of the arrangement or agreement with the company or organization.

2.1.4. A background check may be required for the renewal of any Utah educator license in accordance with Utah Administrative Code R277-500.

2.1.5. Where reasonable cause exists Vista School may require an existing employee or volunteer to submit to a criminal background check.

2.2. Conducting the Background Check

2.2.1. The applicant, volunteer, representative, or employee shall be required to sign a release enabling Vista School to perform the background check. Refusal to sign the release will be used as

the sole basis to refuse employment, access, or participation in volunteer activities. Current employees who decline to sign the release form will be subject to disciplinary action up to and including dismissal from employment.

2.2.2. Vista School will access law enforcement records from both regional and national criminal data files, when conducting background checks.

2.3. Payment for Background Check

2.3.1. Vista School shall pay the designated cost of background checks for applicants for employment, including substitutes, non-licensed employees, and licensed employees, subject to the provisions of UCA § 53-10-108 and Vista School Policy.

2.4. Licensed Educators Required Reports of Arrest or Booking:

2.4.1. A licensed educator who is arrested, booked, cited, or charged with the following alleged offenses shall report the incident as soon as possible or within 48 hours to Human Resources:

- any matters involving an alleged sex offense;
- any matters involving an alleged drug-related offense;
- any matters involving an alleged alcohol-related offense;
- any matters involving an alleged offense against the person under Title 76, Chapter 5, Offenses Against the Person;
- any matters involving an alleged felony offense under Title 76, Chapter 6, Offenses Against Property;
- any matters involving an alleged crime of domestic violence under Title 77, Chapter 36, Cohabitant Abuse Procedures Act; and
- any matters involving an alleged crime under federal law or the laws of another state comparable to the violations listed above.

2.4.2. The licensed educator shall also report, to Human Resources, any convictions, including convictions identified above, any pleas in abeyance, and any diversion agreements within 48 hours or as soon as possible upon receipt of notice of conviction, plea in abeyance or diversion agreement.

2.4.3. A principal or supervisor shall report offense information received from the licensed educator as soon as reasonably possible to Human Resources.

2.4.4. The Director of Human Resources or designee shall electronically report arrest or offense information received from licensed educators to the Utah State Board of Education (USBE).

2.4.5. The licensed educator shall report for work following the arrest and notice to the principal/supervisor unless directed not to report for work by administration.

2.5. Non-licensed Public Employees or Volunteers Personal Reporting of Arrest or Booking:

2.5.1. Non-licensed public education employees or volunteers must notify Human Resources as soon as possible, but no later than 48 hours after being cited, charged with, booked, arrested, convicted, or agreeing to a plea in abeyance or diversion agreement for any of the following crimes, regardless of the imposition of sentence:

- convictions, including pleas in abeyance and diversion agreements;
- any matters involving arrests for an alleged felony;
- any arrests for matters involving minors;
- any matters involving alleged sex offenses;
- any matters involving alleged drug-related offenses;
- any matters involving alleged alcohol-related offenses;
- any matters involving alleged offense against the person under Title 76, Chapter 5, Offenses Against the Person; and
- any matters involving minors.

2.5.2. Supervisors must notify Human Resources immediately upon an employee informing them of any of the matters listed above.

2.5.3. The supervisor or administrator shall report offense information received from the employee as soon as reasonably possible to the Human Resources Department.

2.6. Review and Investigation

2.6.1. A criminal conviction does not necessarily preclude employment with Vista School. Vista School has the sole and absolute discretion to determine whether the outcome of a criminal background check will result in administrative action to include the decision to terminate employment or the decision to not hire. Likewise, the dismissal of a criminal offense or arrest does not necessarily preclude Vista School from taking administrative action.

2.6.2. Vista School will immediately suspend an employee from student supervision responsibilities pending the outcome of any investigation upon receipt of information concerning alleged offenses, which may endanger students or interfere with the orderly operation of the school.

2.6.3. Administration may consider both criminal and/or administrative findings. The safety and security of students will be the foremost consideration. Vista School Human Resources personnel

consider each circumstance on a case-by-case basis and use the following factors to determine an applicant or current employee's suitability to work in Vista School.

- Type of conviction;
- Relevance of any conviction to the individual's position;
- A history of multiple convictions that suggests a pattern of criminal behavior or bad judgment;
- Amount of time that has passed since a conviction and/or the completion of a sentence;
- Frequency and severity of the crime(s);
- Age of the individual at the time the crime was committed;
- Evidence of rehabilitation.

2.7. Administrative Action and Due Process

2.7.1. Applicants are subject to non-selection based on the results of a background check, for refusal to submit to a background check, and/or for the failure to disclose information relevant to the background check.

2.7.2. Employees are subject to discipline, up to and including termination, based on conduct identified from the results of their background checks, for refusal to submit to a background check, and/or for failure to report a citing, booking, arrest, charge or conviction as outlined in this policy.

2.7.3. Vista School may take employment or disciplinary action (up to and including dismissal), refuse to consider an applicant for employment, or refuse to hire a selected applicant for any offence relevant to the subject's assignment. Offenses relevant to all Vista School assignments include but are not limited to the following:

- any matters involving charges of felony or relevant misdemeanor offenses;
- any matters involving sex offenses;
- any matters involving drug-related offenses;
- any matters involving alcohol-related offenses;
- any matters involving offenses against a person under UCA Title 76, Chapter 5, Offenses Against the Person;
- any matters for which the subject is currently under court ordered probation; or
- any offense against or pertaining to a minor;

- any class A misdemeanor property offense that is alleged to have occurred within the previous three years; or,
- any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

2.7.4. If a person is denied employment or is dismissed from employment because of information obtained through a criminal background check, Vista School shall provide the individual an opportunity to review and respond to any criminal history information received.

2.7.5. Information obtained from BCI in a background check is confidential within the guidelines of the Government Records and Access and Management Act (GRAMA).

2.8. Vista School shall monitor employee records to identify individuals who have been separated from employment and enter a removal flag in the BCI Applicant Background Check monitoring system to ensure that Vista School only receives notifications for individuals with whom Vista School maintains an authorizing relationship.

3. References and Definitions

3.1. Definitions:

3.1.1. "Licensed Educator" has the meaning given that term in UAC R277-516

3.1.2. "Crimes Against a Person" includes assault, kidnapping, murder, manslaughter, reckless endangerment, abuse of a child or vulnerable adult, stalking, hazing, making a terroristic threat, and any other offence identified in UCA Title 76, Chapter 5.

3.1.3. "Criminal History Report" A report generated by the Bureau of Criminal Identification after a search of State of Utah criminal history files and/or other state and federal databases designed by law or by Vista School.

3.1.4. "Driving Record Report" Traffic-related offenses contained in the Utah Division of Motor Vehicle databases.

3.1.5. "Background Check" Information on an applicant or employee that may include but is not limited to, criminal history reports and driving records reports.

3.1.6. "Booking," (booked) for the purposes of this policy, shall refer to the process by which the police department registers and enters charges against a person believed to have violated the law. The process of booking occurs when the subject's personal information is recorded as a suspect in a crime and/or when the subject's fingerprints are taken. Both recording personal information and

fingerprinting need not occur at the same time in order for a booking to occur. A booking may result from a court order, citation, or an arrest.

3.1.7. "Arrest," is a seizure or forcible restraint or the taking or keeping of a person in custody by legal authority, especially, in response to a criminal charge and/or the apprehension of someone for the purpose of securing the administration of the law.

3.2. References:

- Utah Code Annotated (UCA) § 53-10-108 – Limited Use of Records for Employment Purposes
- UCA § 53G-11 Part 4 – Background Checks
- Utah Administrative Code (UAC) R277-500 – Educator Licensing Renewal and Timelines
- UAC R277-516 – Education Employee Required Reports of Arrests

School Board Approved:

Food Services Policy

1. Purpose:

1.1. School food services employees perform a very important service. They should maintain a wholesome, cooperative attitude toward pupils, teachers, parents and administrators. They should keep in mind that they have a very important part to play in school public relations.

1.2. The objective and policy is to make lunches available to all children in the same manner as all other services are provided to children.

1.3. Vista School participates in the National School Breakfast (NSB) and the National School Lunch Program (NSLP). We recognize that nutrition is essential to a student's mental, physical, and academic growth. Pricing policies for school meals are determined at the local level, and it is the parent's responsibility to ensure that their child has money in his/her account if they are not on the free meal program.

2. Policy:

2.1. All food services conducted under the jurisdiction of Vista School will meet the established minimum nutritional requirements for varying types of meals, which meals will be offered to all children. The established price will be:

2.1.1. Vista School's breakfast pricing is \$1.50 for full paid students and \$0.30 for students with reduced pricing. Lunch pricing is \$2.50 for full paid students and \$0.40 for students with reduced pricing. If a second meal is requested (including those on free and reduced meal program) their account will be charged the full amount of \$1.50 for breakfast and \$3.50 for lunch*. Ala carte items such as juice (only at breakfast), water, and milk are \$0.50.

2.1.2. Meals can be paid by cash, check, or credit card at the front office. The payment slip needs to have first and last name of student, how much they paid, and how it is being paid. Online payments can be made by going to the school's website, www.vistautah.com. Click on "make a payment," then "lunch payment." Parents will need their child's four digit school ID number.

2.1.3. Vista School understands that student accounts may periodically be delinquent, meaning the account has a negative balance. Vista School handles delinquent accounts by

1. Each student account balance will be reviewed on a weekly basis.
2. Parents will be notified by email sent by Food Services Department every week for a negative account of -\$5.00 or more.
3. Students in the negative will NOT be able to purchase ala carte items.
4. Phone calls will be made by the school when an account reaches -\$12.50.
5. The Principal will be notified after -\$25.00 delinquency to make arrangements with parents to make payments.
6. If no response, accounts will be sent to collections at the cost of the parent or customer.

2.2. Meals will be served at reduced cost or without cost to children who are determined by local authorities to be unable to pay full cost.

2.2.1. The application process for free and reduced priced meals can be expedited for students experiencing homelessness. Schools that have determined a student is homeless and is eligible for subsidized meals may make this determination without completing the full application process.

2.3. No physical segregation of or other discrimination against any child shall be made because of his inability to pay.

3. Procedure:

3.1. The Rules and Regulations Governing School Lunch Program

3.1.1. The responsibility for directing the school lunch program at Vista School rests with the Food Services Director and Executive Director.

3.1.2. Food service workers are required to have a current Food Service Personnel Permit issued by the Utah Health Department.

3.1.3. It shall be the duty of the school lunch personnel to do all cleaning necessary to the operation of the kitchen. They shall wipe up all spillage which occurs in the dining room and shall keep tables and benches in a clean condition.

3.1.4. School personnel are strictly prohibited from taking from the school, any food, leftovers, or garbage.

3.1.5. Any adult school personnel or any visitor at the school whose interest is in the school program, may eat lunch and pay the regular adult charge of \$3.50.

*Refunds will be issued to parents upon request and the sum exceeds \$5.00. Refunds will not be issued if other fees are due. Money will go towards other fees owed. No refunds will be given if the total amount is less than \$5.00.

School Board Approved:

Vista School Late Work Policy

Purpose:

The purpose of the Late Work policy is to communicate expectations for student participation in the learning process. Our goal is for 100% of students to experience academic success in all of their coursework. To that end, we strive to foster a school-wide climate that rewards and acknowledges hard work, responsibility, persistence, and problem solving.

Late Work Policy:

Students are expected to complete and turn in all assignments on time. Students may turn in assignments late with a 20% reduction in the final grade of the assignment. Assignments must be turned in no later than one week before the quarter end for a maximum grade of 80%.

It is the responsibility of the teacher to:

- Prepare meaningful lessons and assignments
- Set reasonable due dates for assignments allowing for adequate time to complete each assignment or project
- Communicate with students and parents expected due dates for assignments
- Grade assignments in a timely manner and enter scores in Canvas

It is the responsibility of the student to:

- Complete assignments by the appropriate due date
- Check grades often
- Communicate with teachers if questions arise

School Board Approved:

Requirements for Assessments of Student Achievement Policy

Vista School, as a public school, complies with all state-mandated testing requirements and procedures and is dedicated to using assessment to guide our instruction. As with all tests, teachers are encouraged to use the results from state-required testing to determine what information students understand or do not understand. While we find the information provided very valuable and a credible resource for determining students' needs, we respect the rights of our parents and students. Additionally, we recognize Utah Code 53A-15-1403 which states:

- The State Board of Education shall ensure through board rule that neither the LEA nor its employees are negatively impacted through school grading or employee evaluation due to a student not taking a test pursuant to Subsection (9)(a).
- Any student who is in school and not participating in testing should be engaged in a meaningful educational activity.
- At the request of a student's parent or guardian, an LEA shall excuse a student from taking an assessment that:
 - o is federally mandated
 - o is mandated by the state
 - o requires the use of:
 - a state assessment system, or
 - software that is provided or paid for by the state*

Consistent with the law, Vista School allows parents to opt out students in accordance with the procedures set forth by the Utah State Board of Education. Vista School does not allow parents to opt their students out of school or teacher developed summative or formative tests outside of these categories, as we believe these tests key to assessing student understanding and performance, and guiding future instruction.

Parents who choose to opt-out their children from statewide testing, must notify the school annually in writing of their desire to opt the student out of testing. Because a choice to opt a student out of testing may vary by test, we request parents specify which tests from which they seek an opt-out for their students. At Vista School, these tests can vary from state-wide testing (e.g. RISE) to more targeted and formative assessments (e.g. DIBELS). As such we request that the parent/guardian specify which tests they seek to opt their students out of at the time of their request. A sample opt-out form provided by the state has been prepared for parents to use for opt-out request, if they so choose.

* SB 204 mandates that the State Board of Education shall: maintain and publish a list of state assessments, state assessment systems, and software that qualify under this section.

School Board Approved:

VISTA SCHOOL LIBRARY SENSITIVE MATERIALS POLICY

I. Library Policy

A. Vista School supports and enhances student learning. Vista School values libraries, media centers, and library staff who select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.

B. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on Section 53G-10-103, Sensitive Instructional Materials, state and federal law, Board Rule R277-217, Educator Standards and LEA Reporting, or based on age appropriate content.

C. All employees of Vista School must adhere to this policy and are subject to the Vista School's employee conduct policies for any personal violation.

II. Selection of Materials for Library Collection

A. The library professional or designated Vista School volunteer will initially select all library materials under the direction of the local board, including gifts and donations, consistent with this policy using the following criteria:

1. seek recommendations and work collaboratively with parents, patrons, others in the school community during the selection process;
2. create a collection that reflects diversity of ideas; and
3. create a collection that adheres to the law.

B. Electronic databases and other web-based searches and content will be filtered through Vista School's state-required internet filter.

C. Gifts and donations will be reviewed following selection criteria and will be accepted or rejected using the same criteria; and

D. The responsibility for final material selection rests with trained library personnel under direction of the governing board of Vista School using the following criteria:

1. Overall purpose and educational significance;
2. Legality;
3. Age and developmental appropriateness;
4. Timeliness and/or permanence;
5. Readability and accessibility for intended audience;

6. Artistic quality and literary style;
7. Reputation and significance of author, producer, and/or publisher;
8. Variety of format with efforts to incorporate emerging technologies; and
9. Quality and value commensurate with cost and/or need.

E. A record of reviewed materials will be maintained within Vista School and include:

1. the name of the school;
2. the title and author of the material;
3. all available formats of the material (digital/hard copy/etc.);
4. the intended use of the material;
5. the date the material was reviewed

III. Library Collection Maintenance

A. Library materials will be maintained consistent with the criteria listed in II.D, state and federal laws, including Utah Code Ann. Section 53G-10-103, and represent varying viewpoints.

B. The school librarian or designated specialist will inventory the school library collection and equipment annually.

1. The inventory may be used to determine losses and remove damaged or worn materials to be considered for replacement.
2. The inventory may also be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum or of interest to students.
3. Identify gaps or deficits in the library's collection.

IV. Library Materials Review Process

A. Vista School will ensure that it approves a least-restrictive, transparent process for a library materials review request to be made in physical or electronic formats.

B. A library materials review request of a material may only be made by:

1. a parent of a student that attends the school;
2. a student who attends the school; or
3. an employee of the school.

C. If challenges become unduly burdensome Vista School may limit the number of challenges an individual may make in the course of a school year.

D. A library materials review may be based upon the concern that the material is a sensitive material as defined in Section 53G-10-103, or upon concerns with age-appropriateness of content.

E. The identity of the requestor will be protected and kept confidential from all individuals outside of the review process outlined in this policy, to the extent possible.

F. Vista School will ensure it provides access to a Library Materials Review Request Form (See Appendix A).

G. The requestor must provide all information requested on the form including the requestor's complaint or objection to the library material.

H. The material that is subject to a review request will have restricted access by maintaining the material behind the circulation desk or requiring an access code for digital materials until the processes described in this policy are completed. Access is limited to students with prior parent/guardian permission only. A list of restricted materials shall be made available to the public.

I. The material's access level will be consistent in Vista School until a final determination is made regarding the material.

J. Upon receipt of a request for review, the school administrator or designee will acknowledge the receipt of the request, create a case number for the review, and convene a Review Committee within a reasonable time according to the procedure outlined below:

1. A Review Committee will include a reasonable and an odd number of individuals.
2. Members of the committee will include:
 - i. a facilitator chosen by Vista School's administration;
 - ii. at least one administrator or designee;
 - iii. a licensed teacher at the school who is currently teaching English language arts or subject relevant to the challenged material;
 - iv. a designated school librarian; and
 - v. parents of current students at the school that number at least one more than the LEA employees on the Committee including parents reflective of the school community as required in Subsection 53G-10-103(3).

K. The Review Committee will determine the amount of time needed for an adequate review of a material to make a thorough and thoughtful decision and inform the requestor of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days.

L. The Review Committee may request that the Vista School Board determine the maximum amount of time allowed for review and determination.

M. Members of the Review Committee will receive materials to complete the review process, including the following:

1. access to the complete work that includes the material being challenged;
2. a copy of the Materials Review Request form;
3. a copy of this policy
4. relevant information about the title compiled and shared by the library staff, including reason for initial approval of the material; and
5. recorded public comment as described below in Subsection O.

N. Prior to a decision of the Review Committee the school conducting the review will provide an opportunity for public comment regarding the material at a governing board meeting.

O. The school conducting the review will provide notice to parents about the opportunity to provide public comment and include the name of the material that is the subject of the materials review at least 48 hours prior to the scheduled meeting for public comment.

P. The school conducting the review will record all public comments, including written comments received, and make those comments available to the Review Committee within 48 hours of the public comment meeting.

Q. The Review Committee will schedule meetings as determined by the Review Committee and maintain minutes of each meeting.

R. The notes from each meeting will be retained by Vista School along with all relevant documentation and the final determination.

S. The Review Committee will determine whether the material constitutes sensitive material consistent with Section 53G-10-103, this policy, and the guidance letter provided by the Attorney General's Office dated June 1, 2022.

T. In deciding whether the material constitutes sensitive material, the Committee must:

1. consider all elements of the definitions of pornographic or indecent materials as defined in Utah Code Sections 76-10-1235, 76-10-1201, 76-10-1203, and 76-10-1227; and
2. whether the material is age appropriate due to vulgarity or violence.

U. In deciding whether the material is age appropriate due to vulgarity, violence, or content, the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, or scientific value for minors, which may include the following objective criteria:

1. reliable, expert reviews of the material or other objective sources;
2. committee members' experience and background; and
3. community standards.

V. In deciding whether the material taken as a whole has serious literary, artistic political, or scientific value as described in Subsection U., the Committee should consider that:

1. serious value does not mean any value; and
2. greater protections should exist concerning content for a library in an elementary or middle school setting.

W. The Review Committee will make a final determination of a reviewed material as follows:

1. Retained: the determination to maintain access in a school setting to the challenged material for all students.
2. Restricted: the determination to restrict access in a school setting to the challenged material for certain students as determined by the Review Committee.
3. Removed: the determination to prohibit access in a school setting to the challenged material for all students.

X. The decision of the Review Committee will be determined by majority vote.

Y. A material may not be reviewed again for three school years following the Review Committee's determination.

Z. The final determination of the Review Committee will be communicated to the requestor and appropriate employees within 5 school days of the decision being made.

AA. Vista School will maintain a list of all materials that receive a “removed” Determination.

BB. Decisions of all challenged books will be communicated within Vista School whether retained, restricted, or removed.

V. Appeals Process

A. The original requestor or another individual who was not on the Review Committee may appeal the determination of the Review Committee in writing to the school principal within 15 business days of receipt of the Review Committee’s final determination using an Appeal Request Form (See Appendix B).

B. If an appeal is filed with the school principal, the local governing authority will act as the Appeals Committee.

1. The local governing authority (Appeal Committee) may add parent or school administrator member(s) who did not participate in the initial Review Committee, only as necessary to have an odd number of members.

C. If there is not an appeal of the Review Committee’s recommendation, the Review Committee’s recommendation is the final determination for the challenged material.

D. The Appeals Committee will determine the amount of time needed for an adequate review, not longer than 60 school days and a preference for 30 school days, of a material required to make a thorough and thoughtful decision and inform the requestor of the determined timeline.

E. Members of the Appeals Committee will receive materials to complete the review process, including the following:

1. a copy of the material;
2. a copy of the Materials Review Request form;
3. all meeting minutes;
4. the Review Committee’s final recommendation and rationale for the decision;
5. any other documents considered part of the administrative record related to the Review Committee’s proceedings including all recorded public comments as described in Subsection V.O. above.

F. The Appeals Committee will schedule meetings as needed, as determined by the Appeals Committee and maintain minutes of each meeting.

G. The notes from each meeting will be retained by Vista School along with all relevant documentation and the final determination by the Appeals Committee.

H. The Appeals Committee may make a final determination of a reviewed material as follows:

1. Retained: the determination to maintain access in a school setting to the challenged material for all students;
2. Restricted: the determination to restrict access in a school setting to the challenged material for certain students;
3. Removed: the determination to prohibit access in a school setting to the challenged material for all students; or
4. Another determination as decided by the Appeals Committee.

I. The decision of the Appeals Committee will be determined by majority vote.

J. A material may not be reviewed again for three school years if the Appeals Committee votes to uphold a Review Committee's determination.

K. The final determination of the Appeals Committee will be communicated to the requestor and appropriate employees within 10 days of the determination.

L. Vista School will maintain a list of the determinations by the Appeals Committee and make the list available to the public.

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

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

1. The USBE will review the petition and determine if a procedural review is warranted, to determine whether the LEA correctly followed its library materials review policy referred to in Rule R277-628.
2. That determination may include the USBE's decision to have the appeal considered initially by a USBE Committee or a panel of USBE members.
3. If the USBE determines in USBE's procedural review that the LEA did not correctly follow its materials review policy, it will return the appeal to the LEA with direction to repeat its review process in compliance with its library materials review policy referred to in Rule R277-628.

B. The USBE will make a final written appeal decision no more than 60 school days after the USBE's determination that the appeal satisfies the criteria for USBE review.

C. This USBE review decision is final.

VIII. Communication

A. An easily accessible webpage on the public website for Vista School will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:

1. A Materials Review Request Form (See Appendix A);
2. An Appeal Request Form (See Appendix B);
3. This Library Policy;
4. A list of all materials that are restricted while under Review or have received a Review Committee or Appeals Committee determination.

B. If made aware of material that may be considered sensitive material as defined in Section 53G-10-103, Vista School will inform relevant parties regarding appropriate actions to take pursuant to this policy.

C. If a parent or staff member would like to be on the Review Committee, they should contact the designated school librarian at Vista School.

Appendix A: Materials Review Form

Title:
Author:
School:
Review Request initiated by:
Telephone:
Address:
City:
Zip:
Email:

- 1) Does your child attend this school? Yes No

- 2) Was this material recommended, assigned, or made available through the students' school? If so, where?

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

- 4) What action are you requesting the committee to consider?

Signature:

Date:

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

LEA Appointed Committee Convener/Facilitator (Determined by Vista School's Administration)_____

Suggested Review Timeline:_____

Appendix B: Appeal Request Form

Instructions:

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

Requestor Information:

1. Date _____
2. Legal Name of Guardian _____
3. Address _____
4. E-mail _____
5. Phone Number _____
6. School _____
7. School Challenge Decision Date _____

The submission of a District Appeal Form will receive a receipt of notice of submission within ten (10) school calendar days. The receipt of submission will include an estimated time-line for a determination of the District Appeal to be completed within a reasonable time period not to exceed 60 school days.

Challenged Material Information:

1. Title _____
2. Author _____
3. Publisher and date of publication _____
4. School where title can be accessed _____

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

Requestor's Signature: _____

School Board Approved:

Textbook and Instructional Materials Policy

1. Purpose:

Vista School will adopt textbooks and instructional materials that are in alignment with content philosophy and instructional strategies of the Utah State Core curriculum. These materials will be used as the principle source of study and provide comprehensive coverage of course content.

2. Policy:

Students will have access to current textbooks and support materials through participation in efficient textbook adoption procedures for all content areas. This includes extensively reviewing multiple textbooks and curriculum with a team, receiving information from the publisher, and piloting the program.

3. Procedure:

3.1. Textbook adoption cycle for the subject areas and grade level approved by Vista School's Administration and the Board of Directors.

3.2. Prior to purchase, instructional software programs will be reviewed by Administration.

3.3. A complete inventory of all textbooks and instructional materials is to be done at the end of each school year to assist in verifying inventory accuracy.

3.4. Disposal of Textbooks: Vista School will not dispose of any textbooks used without first notifying all other school districts in the state of its intent to dispose of the textbooks in accordance with Utah Code 53A-12-207.

3.4.1. This does not apply to textbooks that have been damaged, mutilated, or worn out.

School Board Approved: